



Asian Languages and Cultures, Chinese, and Japanese Graduate Programs

Program Handbook

2026-2027

Department of Asian Languages and Cultures

Consult this handbook to learn about program-specific information, procedures and resources for graduate students in the Asian Languages and Cultures, Chinese, and Japanese Graduate Programs.

Last updated: October 2026

Welcome

On behalf of the entire Department of Asian Languages and Cultures (ALC), let me welcome you to our graduate program! We are delighted to have you as part of our community, and we look forward to growing together during your time with us.

This handbook covers the regulations and procedures that govern our degree requirements. As such, it is an excellent starting point for answering your questions about the process. Our administrative team, starting with Grad Program Manager Tia Wang, will be happy to offer clarifications and to find answers to questions that aren't addressed here. Director of Graduate Studies (DGS) Anthony Cerulli and I also stand ready to help.

May your time in ALC and at UW-Madison writ large be exhilarating! We look forward to learning from your discoveries in our shared sphere of interest.

Warmly,

Charo D'Etcheverry

Department Chair

Table of Contents

Welcome	i
Navigating Policy and Resources at UW-Madison.....	1
<i>Graduate Program Coordinator/Manager</i>	<i>2</i>
<i>Director of Graduate Studies</i>	<i>2</i>
<i>Faculty Advisor.....</i>	<i>2</i>
<i>Graduate School Services.....</i>	<i>2</i>
Department and Program Overview	3
<i>Program Administration</i>	<i>3</i>
<i>How to Get Involved.....</i>	<i>4</i>
<i>In Our Program/Department</i>	<i>5</i>
<i>On Campus and In the Community</i>	<i>6</i>
Getting Started as a Graduate Student.....	6
<i>New Graduate Student Checklist.....</i>	<i>6</i>
<i>Graduate Student Portal.....</i>	<i>6</i>
<i>In Our Program.....</i>	<i>7</i>
Advising and Mentoring	7
<i>Changing Your Advisor.....</i>	<i>8</i>
<i>Questions to Ask Prospective Advisors.....</i>	<i>9</i>
<i>A Graduate Student Guide to Working with Faculty Advisors</i>	<i>10</i>
<i>Advising Compact.....</i>	<i>10</i>
<i>Mentoring Networks</i>	<i>10</i>
<i>Giving and Receiving Feedback</i>	<i>10</i>
Degree Requirements	11
<i>Master's Degree</i>	<i>11</i>
<i>Requirements.....</i>	<i>11</i>
<i>Thesis, Final Exam and/or Final Project.....</i>	<i>13</i>
<i>Master's Degree Checklist: Timeline and Deadlines</i>	<i>14</i>
<i>Doctoral Degree</i>	<i>15</i>
<i>Requirements.....</i>	<i>15</i>
<i>Breadth Requirement</i>	<i>17</i>
<i>Committee</i>	<i>18</i>
<i>Qualifying Exam</i>	<i>18</i>
<i>Preliminary Exam</i>	<i>19</i>
<i>Dissertation Proposal</i>	<i>20</i>

Dissertation and Final Oral Exam/Defense	21
Doctoral Degree Checklist: Timeline and Deadlines	22
Academic Policies.....	24
<i>Enrollment Requirements</i>	<i>24</i>
Academic Exception Petitions	25
<i>Review by Graduate Program Manager and Advisor</i>	<i>25</i>
Progress Towards Your Degree	25
<i>Satisfactory Academic Progress (SAP).....</i>	<i>26</i>
MA Satisfactory Academic Progress Measures.....	26
PhD Satisfactory Academic Progress Measures	27
<i>Not Meeting Academic Expectations</i>	<i>27</i>
Grievances and Appeals.....	28
Personal Conduct Expectations	28
<i>Professional Conduct</i>	<i>28</i>
<i>Academic Misconduct</i>	<i>28</i>
<i>Non-Academic Misconduct</i>	<i>29</i>
<i>Research Misconduct</i>	<i>29</i>
<i>Hostile and Intimidating Behavior (Bullying)</i>	<i>29</i>
<i>Process and Sanctions for Violations of Conduct Standards.....</i>	<i>30</i>
Reporting Incidents (Harassment, Discrimination and Bias, Hostile and Intimidating Behavior, Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking)	30
Funding Information and Resources	31
<i>Finding Funding Without a Guaranteed Appointment.....</i>	<i>32</i>
Campus-Wide and External Sources	32
<i>Additional Policies and Resources.....</i>	<i>33</i>
Professional Development	33
<i>On Campus.....</i>	<i>33</i>
Individual Development Plan (IDP)	33
DiscoverPD.....	34
Free Career- and Skill-Building Memberships	34
Delta Program in Research, Teaching, and Learning	34
GradConnections	35
<i>In Our Program/Department.....</i>	<i>35</i>
Additional Resources.....	36

<i>McBurney Disability Resource Center</i>	<i>36</i>
<i>Office of Student Assistance and Support (OSAS)</i>	<i>36</i>
<i>University Health Services (UHS).....</i>	<i>36</i>
UWill.....	36
Let's Talk.....	37

Navigating Policy and Resources at UW-Madison

This handbook shares important information specific to your degree program. Refer to it as you become familiar with the policies, procedures, requirements, and resources of graduate education at UW-Madison.



[Program Handbook](#)

[Graduate Guide](#)

[UW-Madison Policy Library](#)

Resources and information curated by the Graduate School for prospective and current students are found the [Graduate School website](#). The [Graduate Student Life website](#) is also maintained by the Graduate School and provides useful information for new graduate students.

Graduate Program Coordinator/Manager

Each graduate program has at least one department staff person, typically called a Graduate Program Coordinator/Manager, who serves as a point person for program policy and procedures. Graduate Program Coordinators/Managers are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to the content in this handbook.

Director of Graduate Studies

Each graduate program has one faculty member designated to direct its educational vision and structure. Direct any questions that your Co-Advisors are unable to answer, or any difficulties you encounter with them, to the DGS.

Names and contact information of your Graduate Program Coordinator/Manager and Director of Graduate Studies are found on your [department website](#) and your program's page in the Graduate [Guide](#). In the Graduate Guide, navigate to the "Degrees/Majors" tab, click on your program's name, and look for the contact information box on the right-hand side.

Faculty Advisor

Each student in ALC will be assigned two co-advisors. Your faculty advisor(s) will be a key source of guidance for your academic development. The [Graduate School: Advisor](#) policy provides the definition for an advisor. The "[Advising and Mentoring](#)" section provides guidelines for finding, changing, and working with your advisor.

The name and contact information of your faculty advisor is listed on your Student Center on [MyUW](#) under "Academic Progress" and then "Advisors."

Graduate School Services

The Graduate School is available for general inquiries. The contact information for the appropriate office is found on the [Graduate School's website](#).

Department and Program Overview

The Department of Asian Languages and Cultures at UW-Madison is student-centered and driven by research that is integrated into the classroom. With thematic foci in Asian languages, linguistics and literature, Asian cultural studies, religions of Asia, and critical issues in contemporary Asia, we aim to teach students how to recognize and critically analyze the realities of past and present “Asia” as a region that is crucial to the global flows of people, materials, and ideas through its own rich complexity with deep interconnection across multiple domains.

Our department offers **graduate programs** in:

Asian Languages and Cultures, [M.A.](#) and [Ph.D.](#)

Chinese, [M.A.](#) and [Ph.D.](#)

Japanese, [M.A.](#) and [Ph.D.](#)

ALC is the tenure home of twenty Faculty, whose research spans East, South and Southeast Asia and whose academic interests are cross-disciplinary.

Program Administration

The Department Chair is Charo D'Etcheverry. Prof. D'Etcheverry oversees the day-to-day operations of the Department of Asian Languages & Cultures. She also undertakes duties that relate to graduate students such as appointing faculty members to GSC and working with graduate students on issues that the advisors and DGS cannot resolve. Contact: cdetcheverry@wisc.edu; 1266 Van Hise Hall.

The Director of Graduate Studies (DGS) is Anthony Cerulli. Prof. Cerulli oversees graduate education in the department and chairs the Graduate Studies Committee(GSC). DGS is available for conversations about students' graduate study that the co-advisors cannot answer, and any challenges students are facing with the co-advisors. Contact: acerulli@wisc.edu; 1232 Van Hise Hall.

The Graduate Program Manager is Tiange (Tia) Wang. Tia supports the DGS and staffs the Graduate Studies Committee meetings. Her primary role is serving as a liaison between students, faculty, and the Graduate School. She can verify information about program and Graduate School policies and procedures. She also coordinates admissions, processes warrant requests, maintains student records, enters class permissions for independent studies courses, and circulates departmental information about upcoming events and opportunities for graduate students. Tia is the main day-to-day contact for graduate students and students with questions or concerns not handled by the co-advisors. Contact: tiange.wang@wisc.edu; 1230 Van Hise Hall.

The **Graduate Studies Committee (GSC)**, which consists of the Director of Graduate Studies (DGS) and additional faculty members that represent each academic track, meet regularly to discuss all aspects of the graduate programs, set policies and procedures, and review student and faculty requests. The GSC oversees policies and procedures of the graduate program and the implementation of most program policies, including assigning teaching assistantships and allocating support.

The Department Administrator is Jenn Hekman. Jenn manages the day-to-day operations of the department, including managing Human Resources (HR) functions for all department personnel, overseeing budget and financial functions, and providing curriculum management support. Jenn is the primary contact person for any questions related to graduate students' TA appointments, including workload and supervisor issues, as well as office assignments and keys. Contact: jennifer.hekman@wisc.edu; 1240 Van Hise Hall.

The Undergraduate Advisor is Rachel Weiss. Rachel can share information on the landscape of the undergraduate program for graduate students to better understand the students they teach. Contact: rweiss@wisc.edu; 1244 Van Hise Hall.

How to Get Involved

As a graduate student at UW-Madison, there are a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced

leadership, communication, and collaboration skills. It also provides an opportunity for professional networking.

In Our Program/Department

ALC Student Organizations:

- [ALC Graduate Student Council](#): the main goal of the ALC Graduate Student Council is to be the collective voice for all graduate students in the department. The Council will collect input from graduate students about questions, concerns, issues that are based on individual experiences but relevant to the whole graduate student community. Based on everyone's input, the council will work to present these issues to the department, and work towards solutions and changes that the graduate students would like to see.
The ALC Graduate Student Council also organizes community-building events throughout the semester, including coffee gatherings, picnics, arts and crafts, and professional development workshops (such as syllabus design and grant writing).
- [Trans-Asia Graduate Student \(TAGS\) Conference Committee](#): TAGS plans and organizes an annual graduate student conference on Asia-related research topics at UW-Madison.

Please consider joining these ALC student organizations to develop leadership/organizational skills and contribute to making ALC a better place for graduate students' personal, professional, and academic growth. If you are interested, please contact Tia or the [current ALC Grad Student Council](#) and the [TAGs committee members](#) for more information.

Student Representative at the Department Committee Meetings: Each graduate program may have one student representative who attends Department Committee meetings. These representatives serve as liaisons between the department and graduate students, helping to communicate important information. The Executive Committee votes at the first meeting of each academic year to delegate one vote to each student representative at the Department Committee meetings.. We send out a call for student representatives at the beginning of each semester or academic year. If you are interested in serving as a student representative, please respond to the call when it is announced.

The ALC Graduate Student Coffee Co-op and Community Building Events is a weekly informal gathering that can range from chatting over coffee in the break room to a lakeside bonfire BBQ. Organized by the ALC Graduate Student Council, these events foster community among graduate students, faculty, and staff and provide ALC members with regular opportunities to connect and socialize in a relaxed setting.

On Campus and In the Community

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work.

You will find ways to engage in campus and local community life at: [Graduate School: Support for Your Wellbeing](#).

The Graduate School Office of Access, Engagement and Funding supports students from an array of life experience and backgrounds. This office helps students build a sense of belonging on campus. You can read more about participating in events hosted by the Graduate School at: [Graduate School: Community and Belonging](#).

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society: [Edward A. Bouchet Graduate Honor Society](#).

Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

New Graduate Student Checklist

The Graduate School's ["New Students" page](#) has useful information, including the new graduate student checklist. The checklist also links to additional resources for new international students, students with disabilities, student veterans, and students with children: [Graduate School: New Graduate Student Checklist](#).

Graduate Student Portal

The [Graduate Student Portal](#) allows you to complete actions related to your graduate program as well as other resources. You should become familiar with this site as you navigate graduate education. You can also complete the following through this page:

- Submit add/change/discontinuation requests for any major/named option, doctoral minor or graduate/professional certificate;
- View status of degree completion warrants;
- Discover professional development opportunities;
- Submit payment for completion of your doctoral dissertation; and more.

In Our Program

During the two weeks before the fall semester begins, the department organizes a series of welcome events to help new graduate students acclimate to the program and welcome back current graduate students. Welcome Week includes departmental information sessions, a new graduate student orientation, TA training, and a variety of social events. These activities provide students with opportunities to learn about the program, connect with faculty, staff, and fellow graduate students, and become familiar with the department and campus community. The Welcome Week schedule is typically sent to all ALC graduate students during the summer, allowing students to plan ahead and decide which activities to attend.

Advising and Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

The Graduate School's definition of an advisor can be found in the [Graduate School: Advisor](#) policy. Students in our department are assigned one advisor and one co-advisor before they enroll for their first semester. Advisor assignments are based on students' research interests, as indicated in their applications, as well as faculty availability. Your co-advisors have two main roles:

- To assist you in acquiring the highest possible level of knowledge and competence in the field, and

- To chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see the [“Degree Requirements” section](#) for further information on building your committee).

Other roles of your co-advisors may include tracking your progress towards degree completion (for example, using the [ALC Advising Form](#) for [PhD](#) and [MA](#) students), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

Changing Your Advisor

The Graduate School requires a student to have an advisor. The [Graduate School: Advisor](#) policy explains the consequences of not having an advisor as well as the possibility of having a co-advisor. The official record of your advisor is located on the Student Center on [MyUW](#) under “Academic Progress” and then “Advisors.” Discuss an advisor change with your prospective advisor to seek the change and connect with your graduate program/manager for the appropriate procedures.

As the advisor–student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor to seek the change.

If you would like to change your advisor, you must notify your Graduate Program Coordinator/Manager and follow any related procedures. Advisors and co-advisors in ALC may not prevent students from changing advisors. However, when an advising change is proposed, the co-advisors are encouraged, but not required, to communicate with the Director of Graduate Studies about any concerns in relation to the student’s request to change advisors. Students should use the [Advisor Change Form](#) when requesting an advisor change.

When you select your new advisor, here are some factors to consider. Your advisor should be a faculty member whose expertise and project/research interests align closely with those that you intend to acquire. To learn more about the faculty in your or other programs, consider consulting the following sources:

1. Courses and seminars you attend
2. Program websites
3. Faculty publications
4. Students currently in a prospective advisor's group/lab

Additionally, you may wish to have a discussion with a prospective advisor. Below are some questions to consider in this discussion, though it is not a complete list. You should identify what is most important to you in your graduate training and ask questions accordingly.

Questions to Ask Prospective Advisors

- In general, how available will you be to answer questions I might have?
- What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis writing, etc.?
- What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) do your group participate in that provide an opportunity to get outside input on my research project and to hear about the work of other students and postdocs?
- Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their narrow field of interest/research?
- Do students in your group have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?
- Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?
- How long do you think it should take me to get my degree?
- What are your former graduate students (if any) doing now?
- What is your general philosophy of graduate training and what goals do you have for your graduate students?

No faculty member is obligated to accept a student's request to serve as advisor, though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

A Graduate Student Guide to Working with Faculty Advisors

Through [this interactive, self-paced micro-course](#), graduate students learn about the characteristics of functional and dysfunctional relationships with advisors, strategies for communicating effectively and aligning expectations, as well as program grievance processes and Hostile and Intimidating Behavior resources. Completing the micro-course takes about 20 minutes and is optional but encouraged for all graduate students.

Advising Compact

Clearly defined expectations for both the student and advisor are a crucial starting point for a strong relationship. Programs/departments are encouraged to maintain a practice of producing "Advising Compacts" that clarify and document mutually agreed upon expectations for both the student and advisor. Information about advising compacts and resources for mentees can be found on the [Graduate School's mentorship page](#).

Mentoring Networks

The Center for Teaching, Learning and Mentoring is one of several centers of excellence for [research mentor training](#) on campus. In addition to your formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

Giving and Receiving Feedback

Following [Graduate School: Annual Written Assessment on Progress to Degree](#) policy for PhDs, our department requires advisors and advisees to use the [ALC Advising Form](#) to document the advisee's progress to degree. The form is required for PhD students and recommended for MA students. The advisor's assessment of the advisee's progress toward the degree should be made accessible to the advisee, if not discussed. Advisors for PhD students are expected to submit the completed form to the GSC toward the end of each academic year.

Degree Requirements

Master's Degree

All students in the Asian Languages and Cultures, Chinese and Japanese MA programs are responsible for staying informed of the following requirements to earn the degree.

Requirements

For all current requirements to earn your degree (e.g., minimum credit requirement, required courses, non-curricular milestones, learning outcomes/goals, etc.) see your program's page in the Graduate Guide. Navigate to Graduate [Guide](#), then select "Degrees/Majors," your program's name or the "Named Option" of your program ([ALC MA](#), [Chinese MA](#), and [Japanese MA](#)) and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's Guide page, which contains all official requirements for your degree in the current year. Similarly, see "Policies" from the navigation bar of your program's page to learn about major-specific policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time limits, grievances and appeals, etc.). When you look at the Guide to learn about program requirements, you are viewing the current year's version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

Basic Credit Requirements

For successful completion of the master's degree, the Graduate School requires a minimum of 30 credits, 16 of which must be completed "in residence" (i.e., credits earned in a UW-Madison course, or taken as a traveling scholar, while enrolled as a graduate student at UW-Madison). At least 50% (15 credits) must be "graduate level coursework" credits. Such credits are earned by taking courses numbered 700 and above or any course with a "graduate coursework" attribute ("50%") in the Course Guide and Class Search.

Only courses at the 700 level or above, or courses with the graduate coursework attribute (i.e., those with a 50% Graduate Coursework Requirement label in Course Search & Enroll, e.g., Asian 358), can fulfill the graduate-level coursework requirement.

Graduate students cannot take courses below the 300 level. They may take courses at the 300 level or above that do not have the graduate coursework attribute as academic purposes or enrichment. Those credits will count towards the minimum of 30 credits but will not count toward the graduate-level coursework requirement.

Relevant policies:

Minimum Graduate Degree Credit Requirement:

<https://policy.wisc.edu/library/UW-1245>

Minimum Graduate Residence Credit Requirement:

<https://policy.wisc.edu/library/UW-1246>

Minimum Graduate Coursework (50%) Requirement:

<https://policy.wisc.edu/library/UW-1244>

If you have any questions or confusions, please feel free to contact Tia Wang , the Graduate Program Manager.

Transfer Credits for Prior Coursework

Students are responsible for getting familiar with the Graduate School Transfer Credits for Prior Coursework policy: <https://policy.wisc.edu/library/UW-1216>. To initiate a request for acceptance of previous credits, you should first discuss this with your advisor. If your advisor approves of the previously-taken courses as counting towards your current master's degree and has verified that the courses are of graduate-level, your advisor should then send a request to the Graduate Program Manager and include the following information (if the student sends the request, then the advisor should be copied on the email):

- Course type (e.g., Graduate credits earned at other institutions, Undergraduate credits earned at other institutions or UW-Madison, Credits earned as a Professional/Special student at UW-Madison)
- Term that prior coursework was taken
- Course name
- Course number
- Number of credits
- Subject area of the coursework (e.g., linguistics, literature, etc.).

After receiving the request, the Graduate Program Manager will enter the transfer credits to students' enrollment records.

Thesis, Final Exam and/or Final Project

There are different possible exit requirements for the ALC, Chinese and Japanese MA programs, e.g., thesis, final exam and/or final project. Please refer to the [Guide \(ALC MA, Chinese MA, and Japanese MA\)](#) for detailed information. If you have any questions, please contact your co-advisors, the Director of Graduate Studies, or the Graduate Program Manager.

Committee and Topic

Master's committees advise and evaluate satisfactory progress, evaluate a thesis, a final exam, and/or a final project, and sign a degree warrant. For general guidance from the Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the [Graduate School: Committees \(Doctoral/Master's/MFA\)](#) policy.

For Master's thesis committees: The committee must be comprised of at least three members. For Master's non-thesis committees: ALC requires that the committee consist of at least two members.

Your advisor will provide individualized guidance on how to select committee members. If your topic and/or mentoring needs no longer align with your advisor, see the "[Advising and Mentoring](#)" section on how to change advisors. Your committee's composition may or may not need to change as well in this scenario, depending upon your new advisor's guidance.

Form, Content and Procedures

Be sure to discuss with your advisor and your Master's committee the form, content, expectations, and procedures for the Master's thesis, exams or projects. It is important to obtain information that may include (but not limited to):

- Required style/form
- Required components and sections
- Content areas

- Reading lists
- Length
- Citation styles
- Evaluation/grading criteria
- Samples/models/exemplars
- Digital accessibility requirements if the thesis will be deposited
- Conditions for taking or re-taking exams
- Scheduling (including exam/defense dates, when drafts should be circulated to the committee, when warrants need to be requested, etc.)
- Closed-book versus use of notes
- Exam conditions

Master's Degree Checklist: Timeline and Deadlines

The Graduate School maintains a list of steps to [complete your master's degree](#), including deadlines and important things to know as you progress toward graduation. In addition to what is posted on this webpage from the Graduate School, students must meet all required steps of the program (outlined below).

- Complete the **required coursework**.
- In consultation with their advisor, assemble the **master's committee**.
Composition of committees: <https://policy.wisc.edu/library/UW-1201>.
- Make sure to **register for at least 2 credits** in the semester in which you want to graduate.
- Review [dates and deadline for MA warrant requests/degree completion](#).
- Review [steps to complete your master's degree](#).
- At least **3 weeks** before the master's examination date/thesis defense date, the advisor needs to submit a request **for the MA degree warrant** to the Graduate Program Manager along with information on the date of exam/defense, committee members, and thesis title (if applicable). **Warrants will not be approved if a student has any incomplete grades or if they are not enrolled in the term at which they will be awarded a degree.**
- Take and pass the **master's examination** and/or complete and successfully defend **the master's thesis/project**.

- If a student is required to deposit a thesis at Memorial Library, they must deposit before the degree deadline. Please follow the [instructions](#). Please also ensure compliance with the [digital accessibility requirements](#).
- Apply to Graduate: If a student want their name to be printed in the commencement program, they must submit an **Apply to Graduate** application through the MyUW Student Center
- Attend [Commencement](#), if desired.

Relevant Terms and Policies:

Warrant: *A warrant is a program's recommendation that a student be admitted to doctoral candidacy (a preliminary examination warrant) or be granted a degree (master's or doctoral), and is the Graduate School's notification that a student has met both the Graduate School and the program requirements. Warrants are requested electronically by the Graduate Program Coordinator/Manager and must be returned to the Graduate School with faculty signatures upon completion of the degree requirements. There should be one warrant granted during the MA studies (the final degree warrant)*

<https://grad.wisc.edu/documents/warrants/>.

Window period: *The "[Window Period](#)" is the time between the end of one degree period and the beginning of the next. Students are eligible to complete their degree requirements during the window period if they were registered for the previous semester (fall, spring, or summer). If all degree requirements are met by the end of the window period, a student's degree will be granted for the following semester. Students will not have to register or pay fees for the next semester. **If you miss the window period, you will have to register for classes again in the next term and will only receive your degree at the end of that term.** Any student who is ready to complete the degree requirements is welcome to contact the Graduate Program Coordinator/Manager for an explanation of terms or for help regarding scheduling their master's defense/exam dates.*

Doctoral Degree

All students in the ALC PhD, Chinese PhD, and Japanese PhD programs are responsible for staying informed of the following requirements to earn the degree.

Requirements

For all current requirements to earn your degree (e.g., minimum credit requirement, required courses, non-curricular milestones, and learning outcomes/goals, etc.) see your program's page in the Graduate Guide. Navigate to the Graduate [Guide](#), then select "Degrees/Majors," your program's name or the "Named Option" of your program ([ALC PhD](#), [Chinese PhD](#), and [Japanese PhD](#)) and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's Guide page, which contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about major-specific policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time limits, grievances and appeals, etc.). When you look at the Guide to learn about program requirements, you are viewing the current year's version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

Basic Credit Requirements

For successful completion of the doctoral degree, the Graduate School requires a minimum of 51 credits, 32 of which must be completed "in residence" (i.e., credits earned in a UW-Madison course, or taken as a traveling scholar, while enrolled as a graduate student at UW-Madison). **All 51 credits** must be graduate-level coursework. Such credits are earned by taking courses numbered 700 and above or any course with a "graduate coursework" attribute ("50%") in the Course Guide and Class Search.

Only courses at the 700 level or above, or courses with the graduate coursework attribute (i.e., those with a 50% Graduate Coursework Requirement label in Course Search & Enroll, e.g., Asian 358), can fulfill the graduate-level coursework requirement. Graduate students cannot take courses below the 300 level. They may take courses at the 300 level or above that do not have the graduate coursework attribute as academic purposes or enrichment, but those credits will not count toward the graduate-level coursework requirement.

Credits taken towards the completion of a master's degree at UW Madison may count toward the basic credit requirements. Credits taken while enrolled as a graduate student outside of the Department and UW-Madison may count toward this requirement with the approval of the co-advisors.

Relevant policies:

Minimum Graduate Degree Credit Requirement:

<https://policy.wisc.edu/library/UW-1245>

Minimum Graduate Residence Credit Requirement:

<https://policy.wisc.edu/library/UW-1246>

Minimum Graduate Coursework (50%) Requirement:

<https://policy.wisc.edu/library/UW-1244>

If you have any questions or confusions, please feel free to contact Tia Wang, the Graduate Program Manager.

Transfer Credits for Prior Coursework

Students are responsible for getting familiar with the Graduate School Transfer Credits for Prior Coursework policy: <https://policy.wisc.edu/library/UW-1216>. To initiate a request for acceptance of previous credits, you should first discuss this with your advisor. If your advisor approves of the previously-taken courses as counting towards your current doctoral degree and has verified that the courses are of graduate-level, your advisor should then send a request to the Graduate Program Manager and include the following information (if the student sends the request, then the advisor should be copied on the email):

- Course type (e.g., Graduate credits earned at other institutions, Undergraduate credits earned at other institutions or UW-Madison, Credits earned as a Professional/Special student at UW-Madison)
- Term that prior coursework was taken
- Course name
- Course number
- Number of credits
- Subject area of the coursework (e.g., linguistics, literature, etc.).

After receiving the request, the Graduate Program Manager will enter the transfer credits to students' enrollment records.

Breadth Requirement

The [Graduate School: Breadth Requirement in Doctoral Training](#) policy establishes the options and requirements for graduate students pursuing a doctoral degree to meet the breadth requirement. Students should declare their minor/certificate in the Graduate Student Portal before requesting the prelims warrant.

The steps are as follows: Go to the [Graduate Student Portal](#), choose "Add/Change Program," and then add the doctoral minor. After the minor program and the Grad School approve the request, you will receive an official notification that the doctoral minor has been declared. If you pursue a distributed minor, please contact the ALC Graduate Program Manager who will send you relevant paperwork and then ask the DGS to approve the request.

Please note that you will need to enroll in classes in the current semester (or the fall semester if it is during the summer while the request is made) before you can make an add/change request.

Committee

Doctoral committees advise and evaluate satisfactory progress, administer preliminary and final oral examinations, evaluate a thesis or dissertation, and/or sign a degree warrant. For general guidance from the Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the [Graduate School: Committees \(Doctoral/Master's/MFA\)](#) policy.

Your chair of your committee provides individualized guidance on how to select committee members.

Qualifying Exam

Doctoral students in the Chinese program are expected to pass the qualifying exam or submit a qualifying paper within 2 years of being admitted to the PhD program. Students admitted without an MA degree may choose to, or may be advised to, take the qualifying exam equivalent to an MA exam. Successful completion of this examination will enable students to earn an MA degree in Chinese while pursuing their doctoral studies. Students who choose this path should consult with their co-advisors regarding the timing, format, and content of the examination. Students admitted with an MA

degree may instead choose to submit a qualifying paper. The program defines the qualifying paper as follows: student submits a substantive and research-based paper. The paper may be a revision and expansion of an earlier seminar paper (or seminar papers). The qualifying paper should meet the standards of an article manuscript in its depth, polish, and formatting. The qualifying paper should also include a statement on how it revises upon the original seminar paper(s). Submitting a qualifying paper does not qualify students to earn an MA degree.

Doctoral students in the Japanese Linguistics PhD program are expected to pass the qualifying exam within 2 years of being admitted to the PhD program. Please contact your co-advisors for more information regarding how you are expected to take the qualifying exam.

Doctoral students in the ALC and Japanese Literature programs are not required to take the qualifying exam.

There is no warrant for the qualifying exam.

Preliminary Exam

In consultation with your advisor, assemble your preliminary exam committee. The committee must be composed of at least two members, who are anticipated to be on the dissertation defense committee.

Be sure to discuss with your advisor and prelim exam committee the form, content, expectations, and procedures for the preliminary exam. Some important elements to consider may include (but not limited to):

- Required style/form
- Required components and sections
- Content areas
- Reading lists
- Eligibility requirements
- Deadlines and time limits
- Conditions for taking or re-taking exams

- Limits to the number of attempts to pass
- Scheduling (including exam dates, when drafts should be circulated to the committee, when warrants need to be requested, etc.)
- Closed-book versus use of notes
- Access to sample/previous prelim questions, reading lists, etc.
- Exam conditions
- Research requirements (e.g., IRB)
- Timeline for notification of the outcome

At least 3 weeks before your preliminary examination date, please ask your advisor to submit a request for your preliminary exam warrant to the Graduate Program Manager along with information on the date of exam, committee members, minor and name of minor advisor/director (the person in the minor program who will sign off on the warrant). The Graduate Program Manager will coordinate the process. Please declare your doctoral minor before submitting a warrant request. Please also note that warrant requests will not be approved if a student has any incomplete grades.

After you pass the preliminary exam, you are considered “[dissertators](#)” and have a 5-year timeline to complete your doctoral defense. (The Graduate School automatically places a graduate student who passes the preliminary examination into dissertation fee status which restricts enrollment to exactly 3 graded graduate credits per term.)

Please maintain continuous enrollment as a dissertator. Dissertators must enroll each fall and spring semester for **3 graded graduate credits** directly related to their dissertation research (e.g., Asian 990 or other courses in consultation with co-advisors). If a dissertator does not maintain continuous enrollment, they will be assessed a degree completion fee equal to 12 times the per-credit rate effective at the time their dissertation is submitted to the Graduate School for final review.

Dissertation Proposal

In consultation with your advisor, assemble your dissertation proposal committee. A proposal committee should be formed consisting of at least three members, and they are anticipated to be on the dissertation defense committee.

The proposal should be approved by the end of the following semester after the completion of the preliminary examination. Please consult with your advisors about the specific timeline.

Students must submit a written proposal to the committee. At least three committee members should read the written proposal. Students may have an oral defense, and committee members will provide written feedback. If no oral defense is held, committee members should still provide written feedback to the student. Members joining later to the dissertation committee should be provided with the approved written proposal and comments.

There is no warrant for this process.

Dissertation and Final Oral Exam/Defense

Topic

Your advisor can provide guidance on selecting your dissertation topic. If you find your topic and/or mentoring needs no longer align with your advisor, see ["Advising and Mentoring" section](#) on how to change advisors. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor's guidance.

Form, Content and Procedures

Be sure to discuss with your advisor and dissertation committee the form, content, expectations, and procedures for your dissertation and dissertation defense. Some important elements to consider may include (but not limited to):

- Required style/form
- Required components and sections
- Content areas
- Reading lists
- Length
- Citation styles
- Evaluation/grading criteria

- Digital accessibility requirements
- Eligibility requirements
- Scheduling (including when drafts should be circulated to the committee)
- Final oral exam/defense conditions
- Access to sample dissertations, defense presentations, etc.
- Research requirements (e.g., IRB)
- Timeline for notification of the outcome

Doctoral Degree Checklist: Timeline and Deadlines

The Graduate School maintains a list of steps to [complete your doctoral degree](#), including deadlines and important things to know as you progress toward graduation. In addition to what is posted on this webpage from the Graduate School, you must meet all required steps of the program (outlined below).

- **Complete your required coursework:**
 - At least **51 total graduate credits**
 - Of those 51 total credits, at least **32 in-residence graduate credits**
- **Complete the breadth requirement:** <https://policy.wisc.edu/library/UW-1200>
- **Pass the qualifying exam within 2 years after being admitted** if you are doctoral students in the Chinese and Japanese PhD Linguistics programs.
- **Take and pass the preliminary exam**
 - At least 3 weeks before your preliminary examination date, ask your advisor to submit a request **for your preliminary warrant** to the Graduate Program Manager.
- **Prepare and obtain approval of your dissertation proposal** by the end of the following semester after the completion of the preliminary examination.
- **Work on your dissertation:** Conduct your research, meeting the requirements of the [Education Research Institutional Review Board](#) (IRB) whenever applicable. Prepare your dissertation.
- **Dissertation defense**
 - In consultation with your advisor, finalize your **dissertation defense committee**.
 - Review [dates and deadline for PhD warrant requests/degree completion](#).
 - Review [steps to complete your doctoral degree](#).

- At least 3 weeks before your dissertation defense date, ask your advisor to submit a request for the doctoral degree warrant to the Graduate Program Manager along with information on the date of exam, committee members, and dissertation title. **Warrants will not be approved if a student has any incomplete grades, or if they are not enrolled in the term at which they will be awarded a degree.**
- In consultation with your advisor, send your **finished dissertation** to your final oral exam committee members at a time agreed upon by the committee.
- Pass the **dissertation defense** within **5 years** of passing the preliminary exam. Failure to complete their degree within this period may result in students having to retake the preliminary examination and be re-admitted to candidacy.
- **Deposit** your completed dissertation and the signed warrant with the Graduate School for final approval and acceptance. Make sure to review the [Guidelines for Dissertation](#). Please also ensure compliance with the [digital accessibility requirements](#).
- **Graduation & Commencement**
 - Apply to Graduate: If you want your name to be printed in the commencement program, you must submit an **Apply to Graduate** application through your MyUW Student Center.
 - Attend [Commencement](#), if desired.

Relevant Terms and Policies:

Warrant: A warrant is a program's recommendation that a student be admitted to doctoral candidacy (a preliminary examination warrant) or be granted a degree (master's or doctoral), and is the Graduate School's notification that a student has met both the Graduate School and the program requirements. Warrants are requested electronically by the Graduate Program Coordinator/Manager and must be returned to the Graduate School with faculty signatures upon completion of the degree requirements. There should be two warrants granted during the doctoral studies (one for preliminary exams, one for the final oral defense). <https://grad.wisc.edu/documents/warrants/>

Window period: The "[Window Period](#)" is the time between the end of one degree period and the beginning of the next. Students are eligible to complete their degree requirements during the window period if they were registered for the previous semester

(fall, spring, or summer). If all degree requirements are met by the end of the window period, a student's degree will be granted for the following semester. Students will not have to register or pay fees for the next semester. **If you miss the window period, you will have to register for classes again in the next term and will only receive your degree at the end of that term.** Any student who is ready to complete the degree requirements is welcome to contact the Graduate Program Coordinator/Manager for an explanation of terms or for help regarding scheduling their dissertation defense.

Doctoral Committee: Doctoral committees advise and evaluate satisfactory progress, administer preliminary and final oral examinations, evaluate a thesis or dissertation, and/or sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see this policy page: policy.wisc.edu/library/UW-1201. Your advisor chairs your committee and provides individualized guidance on how to select committee members.

Dissertator: A dissertator is a graduate student pursuing a PhD who has completed all requirements for a doctoral degree except for the dissertation. The Graduate School automatically places a graduate student who passes the preliminary examination into dissertation fee status which restricts enrollment to **exactly 3 graded graduate credits per term** <https://policy.wisc.edu/library/UW-1247>.

Academic Policies

Enrollment Requirements

The Graduate School maintains the [official academic and administrative policies](#) relevant to graduate students.

The Graduate School's [Academics page](#) provides important information related to academic matters, policies and academic success. The following links have important information relevant to courses and enrollment that is important for you to be aware of:

- [Enrollment Requirements](#)
- [Late Enrollment, Course Change, or Drop](#)
- [Other Types of Courses](#)

- [Cancel or Withdraw Enrollment](#)

Academic Exception Petitions

Review by Graduate Program Manager and Advisor

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Graduate Program Manager. The following procedures apply to all petitions:

- The specific requirement/rule/expectation pertinent to the petition must be identified.
- The student's academic advisor must provide written support for the petition.

More generally, the Graduate Studies Committee, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances. Extensions will be granted formally with a note of explanation to be placed in the student's file.

Progress Towards Your Degree

The Graduate School provides relevant information you should be aware of as you [progress towards your degree](#). Students must follow Graduate School policies, program-specific policies and if applicable, employment policies. Programs are required to provide doctoral students with annual written feedback on progress toward the degree. The following sections highlight two areas related to courses and enrollment.

Satisfactory Academic Progress (SAP)

The [Graduate School: Satisfactory Progress](#) policy defines what is expected of students to make satisfactory progress toward degree completion. Probation or dismissal from the Graduate School can impact your academic standing, financial aid or funding (consult your sources of funding as applicable). In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students, defined as follows.

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. As you advance through the Graduate Program, you must make satisfactory progress toward the degree. Making good progress is required to maintain funding guarantees and puts you at an advantage in the competition for financial aid, in the TA rankings, and on the job market. Students who fail to make satisfactory progress may be dropped from the program. The graduate school and the department monitor cumulative grade point average (GPA), grades, incomplete (I) grades, unsatisfactory (U) grades, English as a second language requirement (if applicable), enrollment, and time limits.

MA Satisfactory Academic Progress Measures

Requirements	Chinese MA/Japanese MA/ALC MA
GPA	3.0 GPA or greater
Grades	B or above in all coursework numbered 300 or above
Incompletes	Incomplete grades must be resolved during the subsequent semester of enrollment.
English as a second language for SOME international students	International students who are required to take the ESLAT must enroll in the recommended ESL courses, if not exempt, during the FIRST semester.
Enrollment	Graduate School: Enrollment Requirements
Unsatisfactory (U) grades	U grades must be resolved, otherwise, students may be placed on probation.
Time limits	The maximum time for completing all degree requirements is 3 years.

PhD Satisfactory Academic Progress Measures

Requirements	Chinese PhD	Japanese PhD	ALC PhD
GPA	3.5 GPA or greater	3.5 GPA or greater	3.0 GPA or greater
Grades	Maintain a 3.5 GPA or greater	Maintain a 3.5 GPA or greater	B or above in all coursework numbered 300 or above
Incompletes	Incomplete grades must be resolved during the subsequent semester of enrollment. Students may not have any more than two Incompletes on their record at any one time.	Incomplete grades must be resolved during the subsequent semester of enrollment. Students may not have any more than two Incompletes on their record at any one time.	Incomplete grades must be resolved during the subsequent semester of enrollment.
English as a second language for SOME international students	International students who are required to take the ESLAT must enroll in the recommended ESL courses, if not exempt, during the FIRST semester.		
Enrollment	Graduate School: Enrollment Requirements		
Unsatisfactory (U) grades	U grades must be resolved, otherwise, students may be placed on probation.		
Time limits	After passing the preliminary examination, a PhD candidate must defend and deposit their dissertation within five years.		

Not Meeting Academic Expectations

Student progress will be reviewed through coursework and the completion of key milestones. If the advisor and the Graduate Studies Committee find at any time that a student has failed to achieve satisfactory progress in the academic expectations, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks). The advisor and the Graduate Studies Committee will review the response within 2 weeks and determine if further action is needed. Students may be dismissed from the program. Students may, alternatively, be placed on probation for

one semester and then reviewed by the Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the chair and requesting a new hearing with the addition of members external to the original committee, for example Graduate School's [Assistant Dean for Academic Services](#).

Grievances and Appeals

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. ALC's grievance process, including academic appeals, can be found detailed here:

<https://alc.wisc.edu/graduate-programs/grievance-policy/>. You may also refer to the Graduate School's [Grievances and Appeals](#) page.

Personal Conduct Expectations

Professional Conduct

The [Office of Student Conduct and Community Standards](#) maintains detailed guidance on [student rights and responsibilities](#) related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their [policies and procedures](#).

Academic Misconduct

[Academic misconduct](#) is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

Office of Student Conduct and Community Standards

- [Academic Misconduct Definition](#)
- [Student Resources for Academic Integrity](#)
- [Academic Misconduct Process at UW-Madison UWS Chapter 14](#)

University of Wisconsin System (UWS): [Chapter 14: Student Academic Disciplinary Procedures](#)

Non-Academic Misconduct

[Non-academic misconduct](#) is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

Office for Student Conduct and Community Standards: [Student Nonacademic Disciplinary Procedures](#)

University of Wisconsin System (UWS)

- [Chapter 17: Student Non-Academic Disciplinary Procedures](#)
- [Chapter 18: Conduct on University Lands](#)

Research Misconduct

Trust in the accuracy and veracity of the scholarly record are fundamental to science. When that record is tainted, whole fields of study can be set back or questioned. Moreover, when scientists have been found to engage in misconduct, partners and the public lose faith in the ability of all scientists to address society's grand challenges.

The [Faculty Legislation II-314: Misconduct in Scholarly Research](#) policy defines research misconduct. The policy applies to all those involved in the research process including graduate students. The Office of the Vice Chancellor for Research's [Research Misconduct page](#) is another resource that provides the definitions, applicability and confidentiality in research misconduct proceedings.

If you have questions or concerns about research misconduct or integrity, this can be discussed confidentially with the Research Integrity Officer (rio@research.wisc.edu).

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as "bullying," is prohibited by university policy applicable to faculty, academic staff, and university staff. Refer to the Graduate School's [Reporting Incidents page](#) for further definition, policy, and

procedures. Students who are employees and feel they have been subject to HIB in the workplace are encouraged to review the [Hostile and Intimidating Behavior website](#) for information about the [informal](#) and [formal](#) approaches and investigations to take in addressing hostile and intimidating behavior.

Process and Sanctions for Violations of Conduct Standards

The Office of Student Conduct and Community Standards may also have grounds to issue one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

Reporting Incidents (Harassment, Discrimination and Bias, Hostile and Intimidating Behavior, Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking)

The Graduate School's page ([Reporting Incidents](#)) directs you to the appropriate links for reporting incidents.

Other important resources on campus include:

- [Office of Student Assistance and Support – Share a Concern](#) (this page allows you to share a general concern and learn how to report other incidents on campus)
- [Office of Compliance](#)

- [Sexual Misconduct Resource and Response Program](#)

As noted above in [Personal Conduct Expectations section](#), students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at: [Human Resources Hostile and Intimidating Behavior – Addressing HIB](#).

Funding Information and Resources

“Funding” refers to the financial support available to help students cover some or all of the costs of graduate education. Funding opportunities vary by program in type, amount, duration, and level of guarantee.

Our department offers financial assistance in the forms of Fellowships, Teaching Assistantships (TAs), and Project Assistantships (PAs).

Fellowships. Students applying to the Department of Asian Languages and Culture and students currently enrolled in the department may apply for fellowship support. Most fellowships are handled through the department, e.g., the dissertator fellowship. However, some are available through sources outside of the department and have different application procedures.

Teaching Assistantships. Availability and types of TAs vary from one year to another, depending on the department’s curricular needs and the student enrollment. TAs will support a number of our language and culture courses, typically team-teaching with faculty members.

Project Assistantships. Availability of PAs vary from one year to another, depending on the types of projects the departmental faculty are engaged in. PAs assist faculty members’ research projects and/or respond to some programmatic needs of the department and other campus units.

Our department strives to admit only those we can fund, all PhD students, but not all MA students, are admitted with financial guarantee. MA students who were admitted with financial guarantee are typically funded for 4 semesters, and PhD students are funded

for 10 semesters in the forms of Fellowships, Teaching Assistantships (TAs), and Project Assistantships (PAs). Students beyond this limit may be offered TA/PA if positions are available. Students who are under financial guarantee are typically employed at the 50% level during the spring and fall semesters (summer funding is not guaranteed). International students are eligible for TAs, PAs and some of the fellowships.

For the purposes of defining this restriction on departmental support, note that the following kinds of aid *do count* towards a student's four-semester/ten-semester limit:

- All support from the ALC Department, including TAs and PAs funded or administered by the Department; and
- University fellowships, including Graduate School Fellowship, Community of Graduate Research Scholars (CGRS), and other UW awards for which the ALC Department nominates students, as long as they provide at least 50% of the support afforded by a one-semester departmental fellowship.
- Support from UW Madison but outside the ALC Department, such as TAs and PAs with non-ALC faculty.

Examples of awards that *do not count* towards the four-semester/ten-semester limit:

- Travel grants;
- Reader/Grader appointment;
- Emergency aid;
- One year of external funding (funding outside campus): e.g. Fulbright, Japan Foundation (any external funding past one-year will count towards the guaranteed years of funding)

Finding Funding Without a Guaranteed Appointment

Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, [minimum stipend rates and benefits](#), and links to applicable human resources policies (e.g. GAPP) at the [Funding and Awards](#) page.

See the [Graduate School's Fellowships](#) page, including the [Funding Forward](#) program from the Graduate School that equips and empowers graduate students to compete for external fellowships, for information and resources about fellowships (another source of financial support for graduate study).

Additional Policies and Resources

[Residence for Tuition Purposes](#)

[Employee Disability Resources](#)

[Graduate Assistantship Policies and Procedures \(GAPP\)](#)

Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in ["Degree Requirements" section](#) above.

On Campus

The Graduate School develops and curates a wide variety of resources for professional development as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more. All of this can be found at: [Graduate School's Professional Development](#).

Individual Development Plan (IDP)

This tool helps you assess your skills, set goals, and create a plan with recommended activities on campus.

Through clear guidance and helpful resources, you'll learn how an IDP helps you set goals, stay focused, and make steady progress through graduate school and beyond, using a simple approach: **assess, write, discuss, implement, and revise.**

The micro-course, *Creating your Individual Development Plan*, is a great way to start your IDP today.

DiscoverPD

DiscoverPD helps master's and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. You can also access DiscoverPD through your [Graduate Student Portal](#).

Free Career- and Skill-Building Memberships

UW-Madison graduate students and postdocs have access to a variety of [free memberships and online tools](#) to build their skills, explore career options, and more. For example:

1. Beyond Graduate School is a one-of-a-kind career platform for **master's students** to explore career options and learn proven job search strategies. Visit [Beyond Graduate School](#), select University of Wisconsin-Madison, and enter your institutional login information.
2. Beyond the Professoriate's Career Training Platform helps **PhD students and postdocs** successfully transition into academic or nonacademic careers. Visit [Beyond the Professoriate](#), select University of Wisconsin-Madison, and enter your institutional login information.
3. [LinkedIn Learning](#) offers a full library of self-study courses available anytime, covering topics such as software, programming, productivity, design, project management, public speaking, and more. Different courses are geared toward all levels of experience from beginner to expert and can be completed at each learner's own pace.

Delta Program in Research, Teaching, and Learning

Teaching and mentoring related professional development and training is offered by many collaborators across campus, including the Graduate School; the [Center for Teaching, Learning, and Mentoring](#); [WISCIENCE](#), and others.

The [Delta Program in Research, Teaching, and Learning](#) in the Graduate School engages graduate students and postdocs in professional development in teaching, mentoring, and outreach. Through Delta's certificate, courses, seminars, internship program, and workshops, participants gain skills in evidence-based teaching and mentoring, necessary to become effective and inclusive researchers, educators, and mentors across the nation and world. Highlights include:

- [Research Mentor Learning Communities](#), based on a nationally-recognized curriculum, give graduate students and postdocs concrete tools to support a successful mentor-mentee relationship.
- The [Certificate in Higher Education Teaching and Learning](#), which represents commitment to excellence as an educator and prepares leaders who promote inclusive and effective educational experiences at the college level.
- Impactful [Delta courses](#), including:
 - Teaching in Science and Engineering: The College Classroom
 - Active Learning Laboratory
 - Expeditions in Evidence-Based Teaching and Learning
 - Improv to Improve Science Communication and Teaching.

[Sign up for Delta's mailing list](#) or read *GradConnections Weekly* to learn about opportunities as soon as they are announced.

GradConnections

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter twice per semester during the academic year and once during the summer.

In Our Program/Department

ALC Graduate Student Professional Development Series: The Graduate Studies Committee of ALC organizes professional development events that include, but are not limited to:

- workshops on topics such conference presentation, CV writing & job interview,

- alumni talks on job hunting, professional development trajectory, etc.
- ALC graduate students' research presentations

Financial Support for Professional Development: Graduate students are encouraged to participate in outside activities that will support their educational experience. The department has a modest amount of funds available to support graduate students' participation in activities related to professional development, for example, **presenting** at academic conferences.

Additional Resources

There are several other resources available to graduate students throughout campus. The Graduate Guide's [Student Affairs page](#) lists many programs and campus units that serve students. This handbook would like to highlight the following offices.

McBurney Disability Resource Center

The [McBurney Disability Resource Center](#) provides support for disability-related student accommodations. This office can help you explore disability-related accommodations and answer questions or concerns about accommodations.

Office of Student Assistance and Support (OSAS)

The [Office of Student Assistance and Support](#) connects you with the support you need. The office's website allows you to [fill out a form](#) to connect with staff to help you find options and resources. The website also connects you to resources related to [food access](#), [housing and financial support](#), and [other common inquiries](#).

University Health Services (UHS)

[University Health Services](#) (UHS) provides high-quality medical and prevention services, including confidential, no-cost care [mental health care](#) for students. This includes access to individual counseling, group counseling and well workshops, and more. Students also have access to UWill and Let's Talk.

UWill

All UW students have access to [UWill](#), a free, flexible virtual counseling service. This is accessible 24/7 and does not require an appointment to access. Typically, appointments are available within 24 hours.

Let's Talk

[Let's Talk](#) provides free, confidential consultations with a UHS staff member. These are available in-person or virtually. See the [schedule on website](#) for times and locations.