Contents
I. Program Overview

II. Advising
   Advisor/Advisee Roles
   Selecting an Advisor
   Questions for Prospective Advisors
   Changing Advisors

III. MA Degree Requirements
   Basic MA Credit Hour Requirements
   Choosing a PhD Option
   MA Requirements
   Second Year Examination
   Second Language Requirement
   MA Thesis Option In Folklore Studies Option
   Terminal Master’s Degree Option
   Continuing Master’s Degree

IV. PhD Degree Requirements
   Basic PhD Credit Hour Requirements
   PhD Option Requirements
      The Comparative Literature PhD Option Requirements
      The Folklore Studies PhD Option Requirements
   PhD Minor Requirement
   Third Language Requirement
   Fourth Language Requirement
   The Preliminary Examinations
   The Dissertation
   Oral Defense of the Dissertation

V. Enrollment
   Prior Coursework Requirements: Graduate Work from Other Institutions
   Prior Coursework Requirements: UW-Madison Undergraduate
   Course Load
   GPA Requirement
   Polyseminar
   Deadlines

VI. Satisfactory Academic Progress
   Criteria for Good Standing in CLFS

VII. Professional Conduct and Academic Integrity

VIII. Grievance Procedures & Reporting Misconduct and Crime
IX. Funding and Financial Information
  - Assistantships and Senior Lecturer Appointments
  - Study Hourly Employment and Course Graders
  - Maximum Employment Levels
  - Collective Bargaining
  - Fellowships
  - Dissertation Fellowships
  - Health Insurance Benefits
  - External Funding and Fellowships
  - Fellows with Concurrent Appointments
  - Funding for Study Abroad
  - Funding for Conference and Research Travel
  - Loans

X. Department Policy for Ranking Students for Teaching Assistant Assignments and Dissertation Fellowships

XI. Student Health and Wellness
  - Securing Health Insurance Coverage
  - University Health Services
  - Disability Information
  - Mental Health Resources

XII. Information for New Students
  - Activating a NetID
  - Getting a UW Photo ID Card
  - Getting a Department Photo
  - Madison Metro Bus Pass
  - Graduate Student Computers
  - Campus Computing Resources
  - Printing in Sterling Hall

XIII. Additional Information for International Students
  - International Student Services
  - Student Visas
  - Documents Required of New International Students
  - Students with ESL Requirements
  - Funding for International Students
I. Program Overview

Through our research, teaching, and community partnerships our department seeks to:

• comparatively investigate the diverse roles that literatures, cultures, and traditional arts play in shaping our understanding of and participation in the world;
• expand knowledge of the rich and complex interconnections of the diverse cultures of the world, near and distant, through investigation of the languages and multiple contexts of those cultures;
• foster informed understanding of our worlds through comparative study of the cultural forces that move and drive us;
• study, teach, and disseminate, in the academy and in the community, knowledge based on questions of culture as it emerges in literatures, traditional arts, popular texts, cultural performances, and everyday artistic expression;
• prepare our students to be informed and insightful mediators of and participants in the cultures in which they live and through which they move;
• promote understanding of and ability to participate in conversations and other work on diversity in its multiple manifestations—race, ethnicity, gender, sexuality, globalization, nation-states, modernity, the individual, community, and role of history and the past in the present.

II. Advising

Advisor
The Director of Graduate Studies will assign each new graduate student to a temporary faculty advisor who will help guide the student during their first year of graduate work. During the second semester, the student may select a permanent advisor, who will also be the chairperson of the student’s Second Year Examination committee.

Advisor/Advisee Roles
The role of the advisor: The advisor serves to assist students in acquiring the highest level of knowledge and competence possible in a specific area of concentration, to guide the student through key stages in graduate education, and to coordinate faculty evaluation of successful student progress toward the degree. During a graduate student’s period of coursework, the advisor will assist the student in selecting courses appropriate for the student’s program of study. During the exam stage of graduate study, the advisor will work with the student to assemble an exam committee and to determine the appropriate areas of evaluation. During the thesis/dissertation stage of graduate study, the advisor will work with the student to develop a suitable thesis/dissertation topic, assemble a committee, develop a prospectus, read and edit chapter drafts, and coordinate defense of the prospectus and the thesis/dissertation.

The role of the advisee: The advisee is responsible for knowing the procedures and requirements of the University and the Department of Comparative Literature and Folklore Studies. The advisee is also responsible for maintaining satisfactory progress towards the degree and for sharing with the advisor regular information on progress towards the degree at all stages.
of graduate study. Since each advisor-advisee relationship is distinct, the advisee is responsible for discussing roles and expectations with the advisor or prospective advisor.

Both advisor and advisee have a responsibility to make their expectations clear to each other.

Selecting an Advisor
Although an initial faculty advisor is assigned to each student during the summer prior to matriculation in the graduate program, students should seek out regular advisors by the end of their first year in residence. (Some exceptions, such as a prospective advisor being on sabbatical and/or otherwise unavailable during a student’s first year, may extend this timeline to the middle of the second year.) The regular advisor should be a faculty member whose research interests and methodological expertise match closely to those that the student intends to acquire. No faculty member is obliged to accept a student’s request to serve as advisor.

Since research interests develop over time and since students may come to know faculty relatively unfamiliar to them prior to matriculation, the department encourages all students to consider actively who among the faculty in their area may best serve as their regular advisor.

For more information, see the Graduate School’s policy on advising: http://grad.wisc.edu/acadpolicy/#advisor

After advisor and advisee agree to the relationship, the student should inform the Director of Graduate Studies, who will approve the agreement and communicate it to the appropriate department administrator. Students may see their regular advisor listed on MyUW.

Questions for Prospective Advisors
An advisor may be the most influential person shaping a student’s program of study and academic experiences in graduate school. Conversations with advisors often extend beyond academic program matters to issues of professionalization, such as readying research for publication and preparing for the job market. For these reasons, students should select their advisor with care.

Below are some questions students may wish to ask prospective advisors. Many of these questions are not simple and may not elicit a quick answer. However, any advisor should be willing to discuss these important issues with students. Students also may wish to discuss these issues with other students who are currently working with a prospective advisor. This list is by no means complete; students should spend some time thinking about what is most important in their graduate training.

1. What types of research projects has the faculty member advised in the past?
2. What kinds, if any, of research approaches, perspectives, and methods does the faculty member favor?
3. In general, how available will the faculty member be to answer questions that I have?
4. What is the faculty member’s philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the dissertation proposal, dissertation, etc.?
5. What are the faculty member’s expectations for the amount of time each week I should spend working on my project?
6. What is the faculty member’s philosophy regarding preparing students to attend professional meetings, presenting papers at these meetings, and networking with other scholars in the field?
7. Does the faculty member encourage their students to submit manuscripts to peer-reviewed journals, and, if so, what do they see as your role in mentoring students through this process?
8. How long does the faculty member think it should take you to get your degree?
9. What are the faculty member’s former graduate students (if any) doing now?
10. What is the faculty member’s general philosophy of graduate training and what goals does the faculty member have for their graduate students?

**Changing Advisors**
A student who later decides that a different regular advisor would be preferable should discuss this with the current advisor as well as the prospective advisor and then feel free to seek the change. Students may consider switching advisors at different points in their graduate careers, including the end of academic years, completion of exams, and transitions from the Masters degree to PhD. As with the selection of an advisor, a change of advisors should be based on students’ assessment of who will be able to guide them best into their chosen area of research. Any student changing regular advisors should inform the Director of Graduate Studies, who will approve the agreement and communicate it to the appropriate department administrator.
III. MA Degree Requirements

Basic MA Credit Hours Requirements
Successful completion of the MA degree requires 30 credit hours of coursework, of which at least 21 credit hours must be in courses offered in the CLFS department. This requirement includes that at least 50 percent of these credit hours must be received in courses specifically designed for graduate work, which the Graduate School defines as: courses numbered 700 and above; courses numbered 300-699 that are specifically designed for graduate students in a graduate program; courses numbered 300-699 that assess graduate students separately from undergraduate students; courses numbered 300-699 that have a graduate student enrollment greater than 50 percent in a given semester. If you have any questions about which courses meet these requirements, contact Beatriz Botero or the Director of Graduate Studies.

Choosing a PhD Option
When applying, each applicant indicates which PhD Option they intend to pursue. In most cases, students complete that option at the MA level and continue to fulfill coursework toward the PhD Option they initially chose. In some cases, students may elect to change options. Doing so, however, will require the student to complete the requirements for the other Option. Students who wish to change Options should meet with both Beatriz Botero and the Director of Graduate Studies, in order to develop a plan.

MA Requirements
1. 30 credits, of which at least 21 credits must be in CLFS, including:
   a. CL 702 (Introduction to Comparative Studies)
   b. Students pursuing:
      i. Comparative Literature MA Option: CL 771 (Literary Criticism)
      ii. Folklore Studies MA Option: FL 510 (or other course approved by their advisor)
   c. At least one graduate level seminar in CLFS
2. An overall GPA of 3.5
3. Successful completion of the Examination in a Second Language (See Below)
4. Successful completion of the Second Year Examination (See Below)

Second Year Examination
The Second Year Examination is a written take-home examination in which the student demonstrates knowledge of the field and the ability to use that knowledge fluently in analysis. The Second Year Examination is taken in the fourth semester of the graduate student’s program.

If a student enters with an M.A. in an allied field from another institution, the examination may be taken in their second semester of residence. If a student enters with an M.A. in another discipline, the examination may be taken either in their second or fourth semester in the Program.
The Second Year Examination is administered yearly in the second week of April. The questions are typically given to the student on Monday morning to be completed and returned on the following Monday morning.

If the student pursues the Comparative Literature Ph.D. Option, the examination will be based on selected titles from a reading list. The list includes three categories, from each of which the student reads specified texts. (Please see Second Year Examination Reading List.).

If the student pursues the Folklore Studies Ph.D. option, the examination will be based on selected titles from a list developed and approved by the student’s advisor.

As early as possible but no later than the end of their first year of study, the student will make submit her or his read list to her or his advisor -- who also serves as the Chair of the Second Year Examination Committee -- for the approval of the committee. Within three weeks of the student's submission of the proposed list, the advisor will respond on behalf of the committee concerning the status of the list. Upon approval, a copy of the student’s finalized list will be placed in the student's file. The student’s advisor writes the question or questions that constitute the take-home portion of the exam.

The Examination is administered by three members of the CLFS graduate faculty as proposed by the student and by a rotator (from departmental faculty or faculty affiliates), assigned by the Director of Graduate Studies.

An oral examination based on the Second Year Examination Reading List and on the written responses to the examination questions is scheduled for two to three weeks following the completion of the Examination.

The Second Year Examination has three grades:
- Pass: qualified for the Ph.D., M.A. awarded en passant;
- Pass: terminal M.A.;
- Fail.

The Second Year Examination can be taken only once.

Following the successful completion of the Second Year Examination, the advisor will meet with the student to begin to formalize areas of specialization and to guide the constitution of reading lists for the Ph.D. Preliminary Examinations.

**Second Language Requirement**
Due to UW Graduate School rules, every applicant whose native language is not English, or whose undergraduate instruction was not in English, must provide an English proficiency test score. As a result, the first language requirement for CLFS is always English as demonstrated at the time of admission. This second language is a language in addition to English. For more on English language proficiency, please see: [http://grad.wisc.edu/admissions/requirements/](http://grad.wisc.edu/admissions/requirements/).
The mandatory second language examination must be taken by the end of the first year of graduate study and before the Second Year Examination. It will usually be administered in the first week of April. The student will have four hours to translate and analyze a selected passage from a foreign language text chosen from a short reading list of 7 works negotiated between the student and the faculty member setting the examination. The examination will be administered by one faculty member and evaluated by that faculty member and one additional faculty member. The student may use a dictionary approved by the faculty member setting the examination. At least four weeks prior to the examination, the student must inform the student’s faculty advisor of his or her intention to take the examination and subsequently must provide the Department, through the faculty advisor, with the agreed-upon reading list of 7 texts.

Please note: At least four weeks prior to the examination, the student must inform the advisor of his or her intention to take the examination and must provide the Department, through the advisor, with a list of relevant graduate coursework and the reading list of ten texts.

MA Thesis Option in Folklore Studies Option
In consultation with the student’s supervisor, a student pursuing the Folklore Option may elect to produce an M.A. thesis. The thesis will be presented to a committee of three faculty members, including the supervisor, and defended in an oral examination. Depending on the length and nature of the thesis project, and subject to the supervisor’s approval, this project may substitute for all or part of the second-year exam. If a student opts for the MA thesis option, that thesis project will be the subject of the Master’s Oral Examination. Otherwise, the Second Year Examination will be the subject of the Master’s Oral examination.

Terminal Master’s Degree Option
Students who are not interested in pursuing the Ph.D. may elect to offer an M.A. thesis in place of the second year exam requirement. In such cases, the student must work under the direction of a departmental faculty member who will act as supervisor of the thesis. The thesis will be presented to a committee of three faculty members, including the supervisor, and defended in an oral examination. A bound copy of the thesis must be deposited with the Department. Otherwise, the Second Year Examination will be the subject of the Master's Oral examination.

Continuing Master’s Degree
Students intending to go on to the Ph.D. will earn an M.A. en passant through successful completion of the second year.
IV. PhD Degree Requirements

Basic PhD Credit Hours Requirements
Successful completion of the PhD requires 51 credit hours of coursework. This requirement includes that at least 50 percent of these credit hours must be received in courses specifically designed for graduate work. These courses may include Comparative Literature 466, 475, 500, and any 700+ CL courses and Folklore 401, 402, 403, 404, 405, 411, 421, 428, 430, 431, 436, 437, 439, 440, 443, 444, 445, 446, 450, 451, 452, 460, 468, 471, 490, 491, 510, 512, 515, 517, 518, 520, 522, 530, 535, 539, 540, 541, 560, 630, 635, 639, 640, 654, 655, 699, and any 700+ FL courses, and those courses outside of CFLS that have been identified as graduate level by that course's subject owner. Coursework taken towards the completion of a Master’s Degree in the Department of Comparative Literature and Folklore Studies may count toward this requirement. Coursework taken outside of the Department and UW-Madison may count toward this requirement with the approval of the Graduate Committee. If you have any questions about which courses meet these requirements, contact your advisor or the Director of Graduate Studies.

Ph.D. Option Requirements
All Ph.D. students must complete the requirements for one of the Ph.D. Options listed below.

Comparative Literature PhD Option Requirements
• all MA Requirements
• CL 771 (Literary Criticism)
• Successful completion of a Ph.D. minor (See Below)
• CL822 (Translation Seminar)
• at least two other 700-level courses,
• The 51 credits must include a CLFS course in the comparative literatures of each of the following periods: archaic/classical and medieval/Renaissance/early modern. A CLFS course in each of the three major literary genres -- narrative, poetry, drama -- is strongly encouraged
• Demonstration of competence in a third language (See Below)
• Successful completion of the Preliminary Examinations (See Below)
• Demonstration of reading proficiency in a fourth language (See Below)
• No more than three 400 level CL courses may be used towards this total.
• CL 300 level courses are not accepted for CL Option; non-CL 300 level courses are accepted however.

Folklore Studies PhD Option Requirements
• all MA Requirements
• FL 510 (or other FL course approved by advisor)
• Successful completion of a Ph.D. minor (See Below)
• CL822 (Translation Seminar)
• The 51 credits must include a course in ethnographic methods (FL 490, FL 491, FL 522, FL 639, or FL 640 or other FL course approved by advisor). A CLFS course within the Comparative Literature or Folklore subject in each of the following topics is strongly encouraged: Folklore Genres or Forms, Cultural Areas, Issues and Methods in Folklore Studies.
• Successful completion of the Preliminary Examinations (See Below)
Ph.D. Minor Requirements
The minor requirement is designed to give breadth to the doctoral program and should expose
the student to subjects and/or methodologies that expand upon and complement his or her work
in CLFS. The minor requirement can be fulfilled in one of three ways:
• Option A: 12 credits in a single department other than CLFS
• Option B: 12 credits distributed across two or more departments other than CLFS; may include
CL or FL courses within CLFS (distributed minor)
• Option C: 12 credits outside the CL or FL area in CLFS (intradepartmental minor)

Third Language Requirement
Due to UW Graduate School rules, every applicant whose native language is not English, or
whose undergraduate instruction was not in English, must provide an English proficiency test
score. As a result, the first language requirement for CLFS is always English as demonstrated at
the time of admission. This second language is a language in addition to English. For more on
English language proficiency, please see: http://grad.wisc.edu/admissions/requirements/.
This third language is a language in addition to English and a second language. The second language
proficiency is generally demonstrated as part of the MA requirements noted above.

Proficiency in a third language will be demonstrated by the completion of an appropriate
intermediate or advanced literature course with a grade of “AB” or better. This requirement must
be satisfied before the Preliminary (or “prelim”) Examinations.

For students pursuing the Comparative Literature Ph.D. Option, each candidate must
demonstrate reading knowledge of at least one of the following languages: Sanskrit, Hebrew,
Classical Greek, Latin, a Medieval language, or a major Asian or African language. This
requirement is satisfied by the completion of an appropriate course with a grade of “AB” or
better.

Fourth Language Reading Requirement
For students pursuing the Comparative Literature Ph.D. Option, each candidate must
demonstrate reading knowledge of at least one of the following languages: Sanskrit, Hebrew,
Classical Greek, Latin, a Medieval language, or a major Asian or African language. This
requirement is satisfied by the completion of an appropriate course with a grade of “AB” or
better.

Please note: In the event that the linguistic tradition under examination cannot be covered by a
member of the CLFS faculty, the advisor will invite an appropriate member of the UW Madison
faculty to assist in the administration of the examination.
Ph.D. Preliminary Examination

For the Ph.D. preliminary examination, each student must form a Reading Committee. The Reading Committee consists of three faculty members or faculty affiliates in the CLFS Department, in conjunction with whom the candidate develops reading lists.

The Reading Committee shall determine that the student’s three reading lists and areas of focus are sufficiently comprehensive and coherent.

The “Prelims” consist of three take-home written examinations (one for each area) and a subsequent oral examination. The written examinations will treat materials on reading lists in each of the three areas. When the lists have been approved by the Advisor and the Reading Committee, the candidate may request scheduling of the examinations.

A Reading Committee of three departmental faculty or affiliate faculty will compose and administer the written examinations; the oral examination will be administered by the Reading Committee and one or two departmental Rotators.

The written Preliminary Examinations will be administered within a six-week period and the subsequent oral exam will take place not more than six weeks following the final exam question.

All three of the written examinations must be completed within six weeks. Each examination question must be completed and returned in a week. If the examination question is given to the student on a Monday morning, for example, she will complete and return the essay in response to the question by the following Monday at the same time.

Each completed examination should be no more than 25 typed, double-spaced pages. Prior to the oral examination, the Advisor/Committee Chair will inform the student of the results of the written examinations. The student will select and define each of the 3 prelim areas in close consultation with his or her Advisor and Reading Committee by developing a reading list for each of the following areas of examination.

For students pursuing the Folklore Studies Ph.D. Option, the three exams must cover:

I. Issues and Methods in Folklore Studies
   • The student will choose, in consultation with her or his advisor, a set of readings that address the history, issues, and methods of the discipline of Folklore Studies.

II. Folklore Genres and Forms
   • The student will choose, in consultation with her or his advisor, one or more genre or cultural forms to be the focus of this examination. Examples include: jokes, the ballad, folk belief, narrative, material culture, or music.

III. Cultural Areas
   • The student will choose, in consultation with her or his advisor, one or more cultural, geographical, or historical area to be the focus of this examination. Examples include: America, North American Indian, Scandinavia, South Asia, worker’s cultures, woman’s
cultures, or digital culture.

For the Folklore Studies Option, each reading list and test will be negotiated with a different member of the student’s reading committee. The entire reading committee will judge the tests and defense.

For students pursuing the Comparative Literature Ph.D. Option, the three exams must cover the following and the student will select and define each of the 3 prelim areas in close consultation with his or her Advisor and Reading Committee. The first two areas must be chosen from the categories I and II below:

I. A significant question or problematic:
Problems or questions may include, but are not restricted to, the critical study of:
• the material conditions through which literary “meaning” is generated;
• the shifting boundaries between the study of literature and the study of culture;
• national and/or linguistic traditions;
• multicultural literary production.

II. Literary/cultural historical fields:
• a literary genre such as narrative, the novel, lyric, epic, or drama; or a literary mode such as the comic, lyric, epic, narrative, fantastic, and other modes not confined to a given genre;
• a literary period, such as the classical, medieval, Renaissance, early modern, modern, or post-modern;
• a literary movement, such as Romanticism, Symbolism, Surrealism, Expressionism, Formalism;
• a carefully worked out and defined historical concentration.

III. Literary Criticism and Theory
• The third area is the study of comparative methodologies and of translation.

For the Comparative Literature PhD Option, the first and second members of the Reading Committee are responsible for the student’s first and second areas of focus, to be drawn from the fields above. The third member of the Reading Committee is responsible for comparative methodology and critical and theoretical approaches to literature and culture.

In order to ensure a degree of coherence among the three areas in all Prelim tests, it is recommended that each student develop, in consultation with her advisor, a carefully defined conceptual question or problem to relates the areas being examined.

On each of the four parts of the Preliminary Examination, the student may receive a grade of Pass, Condition, or Fail. Any student who receives a grade of Condition in one test will be allowed to re-take the examination no sooner than six months and no later than one year after the original examination. A grade of Condition upon re-examination will be considered a Fail. A grade of Condition in more than one area will also be considered a Fail. A Fail in any part of the Preliminary Examination is equivalent to failure of the entire Examination.
A failed Preliminary Examination cannot be retaken.

After successful completion of the coursework and the Preliminary Examination as outlined above, the student is ready to begin work on the dissertation and may be admitted to official candidacy for the Ph.D. degree. The University gives a Certificate of Candidacy in Philosophy (C. Ph., A.B.D. status) to those who pass the examination.

The Dissertation
Within six weeks of satisfactory completion of the Preliminary Examination the student will select a Dissertation Committee consisting of a Director (the student’s advisor) and two members of the faculty of the Department. Within that same period, the student will submit to the Dissertation Committee a written proposal that will include a bibliography of primary and secondary source materials.

The dissertation must be a substantial original contribution. It should be explicitly comparative in nature: that is, it should draw its evidence from the expressive culture of more than one linguistic and/or cultural tradition. It may, however, use this evidence for theoretical, analogical, illustrative, or historical purposes.

Within two weeks of successful completion of all requirements for the Ph.D. degree, the candidate must deposit one typewritten copy and a signed abstract with the Dean of the Graduate School and one bound copy of the dissertation with the Department.

Oral Defense of the Dissertation
When all of the above requirements have been met, members of the Dissertation Committee in concert with two additional members will examine the student during a face-to-face meeting on the dissertation and related areas. At least one committee member must be from a related discipline outside of the department.
V. Enrollment
These are the Department of CLFS list of requirements. For Graduate School Requirements information, please see the Graduate School Catalog (http://grad.wisc.edu/catalog/degrees_complit_criteria.htm).

Prior Coursework Requirements: Graduate Work from Other Institutions
With program approval, students are allowed to count no more than 9 credits of graduate coursework from other institutions, provided this coursework relates directly to the student’s CLFS graduate studies. Coursework earned five or more years prior to admission to a master’s degree may not be used to satisfy the CLFS degree requirements.

To obtain credit for prior graduate coursework, the student should furnish the student’s advisor and the Director of Graduate Study with a transcript of the coursework and copies of work done in courses and syllabi, if available. This task should be completed in anticipation of the Second Year exam. Courses that have been accepted for transfer will be listed in the official form that the department provides to the Graduate School in preparation for the award of the Master’s degree.

Prior Coursework Requirements: UW-Madison Undergraduate
No credits from a UW-Madison undergraduate degree are allowed to count toward the degree.

Prior Coursework Requirement: UW-Madison University Special
With program approval and payment of the difference in tuition (between special and graduate tuition), students are allowed to count no more than 9 credits of course work numbered 300 or above taken as a UW-Madison special student. Course work earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

Course Load
Three courses that have been identified as graduate-level by the courses subject owner courses (8-9 credits) per semester are required until advancement to dissertator status; reduced loads may be approved by the student’s advisor to accommodate special circumstances. A TA or PA may carry a reduced load.

GPA
Students must maintain a 3.5 average each semester.

Polyseminar
All students must register for CL976: Poly-seminar when it is offered. Attendance of the poly-seminar is required. Exceptions must be approved by the student’s advisor beforehand, and the chair should be notified when that exception has been made.
Incompletes may be granted only in emergency situations and no more than one incomplete may be carried in a single semester. To be considered as making satisfactory progress, an incomplete in one semester must be removed in the subsequent semester. Polyseminar credit cannot be used to fulfill graduate level seminar requirements.

**Deadlines**
Students must complete the requirements by the deadlines.

**A. Students entering with a B.A.:**
- Successful completion of the Examination in a Second Language by the end of the 1st year;
- Successful completion of the Second Year Examination by the 4th semester;
- Successful completion of the Ph.D. preliminary examinations and the Ph.D. minor by the end of the 10th semester.
- Successful completion of the dissertation within 5 years of the Ph.D. preliminary examination.

**B. Students entering with an accept M.A. in an allied field:**
- Acceptance into the Ph.D. program by successful completion of the Second Year Examination by the second semester in residence (and the Examination in a Second Language by the end of the 1st semester).
- Successful completion of the Ph.D. preliminary examinations and the Ph.D. minor by end of the 8th semester.
- Successful completion of the dissertation within 5 years of the Ph.D. preliminary examination.
VI. Satisfactory Academic Progress
All graduate students must stay in “good standing” in the department to be eligible for teaching assignments, awards, and fellowships, and in order to be considered to be making satisfactory progress in the program. Students whose progress is rated unsatisfactory may face loss of funding and/or dismissal from the program.

Criteria for Good Standing in CLFS
The Department minimum criteria for “good standing” are:
1. Timely progress through the program, consisting of successful completion of degree requirements and compliance with coursework, advising, and dissertation expectations.
2. A cumulative GPA for coursework within the Department of 3.5 or above.
3. No outstanding grades of “Incomplete.” Any grade of “Incomplete” on the student’s record must be changed to a letter grade by the end of the semester following that for which the incomplete was issued. Graduate students are generally discouraged from taking an incomplete, and a history of frequent incompletes may count against a student’s qualification for awards and teaching assignments, except in cases of established hardship.
4. Fulfillment of responsibilities for Teaching/Project Assistantships or Lectureships.

It is the student’s responsibility to meet with the advisor on a regular basis, to consult with him/her on selection of courses, and to receive feedback on progress through the program. Dissertators living outside of Madison must make sure that an acceptable substitute for such a meeting is agreed upon with the advisor. Failure to comply with these requirements may result in an “unsatisfactory” grade in a Research and Thesis course, and could lead to dismissal from the program.

The Department holds strict expectations for graduate students with respect to grades. Grades lower than an “A,” while they might occasionally occur, are generally considered an indication that the student is not performing at a desirable level. An “AB” grade given to work of any kind is an indication that there is room for improvement and that the graduate student should address stated concerns. A grade of “B” indicates serious deficiencies and the student should meet with the faculty member to discuss concerns as soon as possible. A cumulative GPA below 3.5 over a period of two semesters will be considered a failure to meet the “good standing” criterion. Overall, students should strive not only to meet course expectations, but to excel. Any absence from class requires explanation, and should ideally be cleared in advance. All work should be handed in on time, and should aim for a professional level of research, writing, and presentation. All work must be original and specific to each class.

VII. Professional Conduct and Academic Integrity
Graduate students should maintain the highest levels of professional standards, academic integrity, and ethical and respectful conduct while in Graduate School at the University of Wisconsin — Madison. This behavior should extend to professional activities on and off campus, including travel to conferences and other meetings, where graduate students necessarily serve as representatives of the Department and the University. Serious violations of professional conduct may result in dismissal from the graduate program.
Professional conduct entails practices as a scholar, teacher, and colleague that include representing oneself honestly, committing oneself to sound and ethical practices of research and teaching, recognizing the contributions and values of others, contributing helpfully to group situations, and making a positive impact on the intellectual and collegial life of The Department of Comparative Literature and Folklore Studies. They also include respecting diverse opinions, perspectives, and cultures; striving to gain knowledge and contribute to others’ understandings; accurately representing work and acknowledging the contributions of others; demonstrating honesty and integrity in academic pursuits; interacting respectfully and appropriately with faculty, staff, and students; honoring commitments and schedules; offering constructive criticism of others’ work; preparing oneself for class and other program activities; and maintaining a professional appearance.

Professional conduct enables graduate students to realize their educational and professional goals, and sustains an environment where all may do so.

**Academic Misconduct**

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student’s academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. stealing examinations or course materials;
5. changing or creating data in a lab experiment;
6. altering a transcript;
7. signing another person’s name to an attendance sheet;
8. hiding a book knowing that another student needs it to prepare for an assignment;
9. collaboration that is contrary to the stated rules of the course;
10. tampering with a lab experiment or computer program of another student; or
11. submitting work in a course that had been completed for a prior course

Academic misconduct is a serious violation of professional standards and ethics and may result in dismissal from the graduate program:

For additional information on Graduate School and University policies and procedures on academic misconduct, see:
Non-Academic Misconduct
Non-academic misconduct refers to violations of university rules and procedures. The University may discipline a student for engaging in conduct that constitutes a serious danger to the personal safety of a member of the university community or guest; for stalking or harassment; for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest; for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities; for unauthorized possession of university property or property of another member of the university community or guest; for acts which violate the provisions of UWS 18, Conduct on University Lands; for knowingly making a false statement to any university employee or agent on a university related matter, or for refusing to identify oneself to such employee or agent; or violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

For additional information on Graduate School and University policies and procedures on non-academic misconduct, see:

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:
http://grad.wisc.edu/acadpolicy/#misconductnonacademic

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
http://students.wisc.edu/doso/docs/NewUWS%2017.pdf

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
http://students.wisc.edu/doso/docs/NewUWS%2018.pdf

Failure to meet academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not meeting academic or conduct expectations, the advisor may consult with area faculty, the student’s exam and/or dissertation committee, and/or the Graduate Committee to determine if disciplinary action or dismissal is recommended.

VIII. Grievance Procedures & Reporting Misconduct and Crime
Any graduate student who feels that he or she has been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. The complaint may concern course grades, classroom treatment, advising, teaching assistant and project assistant concerns, and other issues. To ensure a prompt and fair hearing of any complaint, and to protect both the rights of the student as well as the person to whom the complaint is addressed, the Department will use the procedures described below.
The person against whom the complaint is directed must be an employee in the Department. Any graduate student may use these procedures unless the complaint is subject to other campus rules or contracts. Graduate students should adhere to the following steps in sequence when they have a grievance:

1. If possible, the student should first talk with the person against whom the grievance is directed. Alternately, if it seems more appropriate, the student should contact the department’s sexual harassment officer, the minority liaison, or the graduate coordinator. Most issues can be settled at this level. If the complaint is not resolved satisfactorily, the student may continue to step 2.

2. The student should contact the Director of Graduate Studies (DGS). If the complaint is against the DGS, the student should contact another member of the Graduate Committee. Upon receipt of the complaint, the DGS or member of the Graduate Committee will speak separately with the student and the person named in the complaint. The DGS or committee member will attempt to resolve the complaint satisfactorily. If the complaint is not resolved satisfactorily, either party may continue to step 3.

3. The student or person against whom the complaint is filed may submit a written request for a hearing to the DGS or a committee member. Upon receipt of a written request, the DGS or committee member will seek a written response from the other party. Also, within 30 days of receiving a written request, the DGS or committee member will schedule a hearing of the full Graduate Committee, which will meet separately with the student and the person against whom the complaint is filed. Should any member of the Graduate Committee be named in the complaint, he or she would not participate in the committee meeting with the student. The Graduate Committee will render a decision regarding the grievance. If the complaint is not resolved satisfactorily, the student may continue to step 4, while the faculty or staff member may appeal to the department chair.

4. Within 10 days of the conclusion of a Graduate Committee grievance hearing, the student may file an appeal with the Graduate School. The appeal should be directed to the Associate Dean for Graduate Education. The Associate Dean’s office is located in 231a Bascom Hall, 608-262-2433. The Associate Dean will contact the parties involved as well as members of the Graduate Committee in addressing the appeal.

State law contains additional provisions regarding discrimination and harassment. Wisconsin statute 36.12, sec. 1 reads: “No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions because of the student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.” The UW-System also opposes discrimination based on gender identity or expression (http://www.oed.wisc.edu/laws.html#fourpointfive).

**Self-Reporting: Sexual Harassment and Bullying**

A graduate student who has been a victim of sexual harassment or bullying is encouraged to consult the Director of Graduate Studies, the department Chair, the advisor, or other campus resources to discuss options for resolution. A victim of sexual harassment or bullying has the
option to seek informal resolution or to file a sexual harassment complaint. It may be helpful to seek support from a trusted colleague. The University recommends that graduate students be aware of their interest in keeping the matter as confidential as possible. Someone who has experienced sexual harassment or bullying should keep notes of what happened, when, where, and who was present. One should retain copies of any correspondence. One should consider informing the individual(s) involved that the conduct is unwelcome and that it is expected to stop.

For more information, see: http://www.oed.wisc.edu/sexual-harassment-information.htm

**Self-Reporting: Sexual Assault**

A graduate student who has been a victim of sexual assault first should ensure that they are in a safe place. A victim of sexual assault is encouraged to find someone they trust to talk to about what has happened. A victim of sexual assault is not required to report the assault to anyone but they may choose to call campus or local police.

University Health Services offers valuable information for individuals with concerns about sexual assault and other forms of sexualized violence:

http://www.uhs.wisc.edu/assault/assault.shtml

The Dean of Students Office in the Division of Student Life has been designated to receive reports from students and will assist them in their healing process:

75 Bascom Hall
500 Lincoln Drive
Madison, WI 53706
Phone: 608-263-5700
http://www.oed.wisc.edu/sexualharassment/assault.html

**Reporting Misconduct and Crime**

**Sexual assault:** Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim’s name is not required as part of this report. See:


**Child abuse:** UW-Madison employees are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. See:

**Incidents of Bias/Hate:** The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. See:

IX. Funding and Financial Information
The CLFS Department policy for ranking and selecting students for TA assignments and dissertation fellowships is contained below in Section X.

Students teaching for the first time must take CL731 the first time it is available for them to take. Students teaching CommB must take the ComB training.

All students should consult with their supervising professor regarding fall orientation activities for their assistantship. All students should note that the contract for assistantship appointments begins the first day of Welcome Week.

Graduate assistantships are typically include full tuition remission and benefits. For information about current stipend rates, students should speak with the Department Administrator.

Graduate Assistants sign a workload agreement each semester that specifies the amount of time and the tasks they must complete during their appointment. Graduate Assistants report to their faculty supervisor during their appointments. Other questions about funding and appointments should be directed to the appointment’s faculty supervisor. Questions about payment and benefits should be directed to the Department Administrator.

Students with graduate assistantships must be enrolled appropriately. Detailed information about enrollment requirements can be found in the Graduate School’s academic policies:

http://grad.wisc.edu/acadpolicy/#enrollmentrequirements

Study Hourly Employment and Course Graders
During the academic year and in the summer, graduate students may work on a student hourly basis. This employment may encompass a range of activities, including (but not limited to) working for a professor on research projects, working for the department in a staff-related capacity, and working as a grader for a course. In cases where student hourly employment and course grading may occur in addition to a regular appointment as a TA, PA, or lecturer, students should discuss these situations with their advisors before accepting any additional employment. Students accepting additional employment should be aware of maximum appointment levels.

Maximum Employment Levels
The Graduate School sets the maximum levels of graduate appointments. For U.S. citizens, the maximum appointment level during the academic year is 75 percent. This means that a student with a 50 percent assistantship and/or lectureship may work no more than an additional 10 hours a week as a student hourly and/or course grader.

International students with a 50 percent appointment may not accept any additional hourly or grader assignments during the academic year.
During semester breaks and the summer, students who have no TA and/or PA appointments may work up to 40 hours a week through student hourly employment. Students teaching a 3-week or 4-week summer course are considered to be working at 100 percent during this period, and they may not accept any additional employment while teaching. Students teaching an 8-week summer section are considered to be working at 50 percent, and they may accept additional employment up to 40 hours a week (including time spent teaching).

For more information from the Graduate School on maximum appointment levels, see: https://grad.wisc.edu/acadpolicy/#maximumlevelsofappointments

Collective Bargaining
The contract between the state and the Teaching Assistant’s Association covering TAs and PAs (http://oser.state.wi.us/docview.asp?docid=7113) is no longer in force; however, the university is continuing to use the terms of the contract until final university policies are adopted. Since the TAA no longer represents TAs and PAs, sections of the contract referring to “union” rights and responsibilities are no longer in effect. TAs and PAs can find policies in the contract related to: grievance procedures; appointments; orientation, training, and evaluation; non-discrimination; termination; health and safety; and benefits, including sick leave, vacation, and leave of absence.

Fellowships
Ongoing fellowships are sometimes awarded to graduate students based on funds made available to the department by the Graduate School for that purpose.

When other Fellowship opportunities arise students will be notified by the Graduate Coordinator or the Director of Graduate Studies.

The Graduate School administers a number of different fellowships on campus, including: the University Fellowships, Chancellor’s Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships. If you have questions about these fellowships, please contact the Office of Fellowships and Funding Resources:

http://grad.wisc.edu/studentfunding/currentstudents

Conference and Research Travel
A small amount of funding for graduate student travel is sometimes made available to the department by the Graduate School. Please inquire with the Departmental Administrator for the details of apply for those funds.

For all travel reimbursements from the UW, the traveler must use the UW Concur travel agency and all reimbursements must be submitted before 90 days after the return travel date.
The Graduate School provides a limited amount of funding for dissertators and final year MFA students whose research has been accepted for presentation at a conference. For more information, see: http://grad.wisc.edu/studentfunding/grantscomp/conference.

The Graduate School runs a competition twice/year for funds to support travel related to dissertation/thesis re- search. Students must be dissertators or final-year MFA students. For more information, see: http://grad.wisc.edu/studentfunding/grantscomp/research.

**Harriet Cullen Pulley Award:**
This award provides tuition remission for CLFS graduate students pursuing the Comparative Literature PhD Option who are Wisconsin state residents. Contact the Department Administrator if you believe you are eligible for this award.

**Health Insurance Benefits**
TAs, PAs, RA, and Lecturers (Student Assistants) with appointments of 33.4% or higher (approximately 13 hrs/ week) for at least the length of a semester are eligible to enroll in a health insurance program.

For information about health insurance options, see: http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx

For information about currently monthly premiums, see: http://uwservice.wisc.edu/premiums/index.php#sgh
Questions about health insurance also may be directed to the Department Administrator.

**External Funding and Fellowships**
The Graduate School encourages all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations). The Graduate School supports selected federal/private fellowships through the provision of tuition support and health insurance (see https://kb.wisc.edu/gsadminkb/page.php?id=34761). Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that the student should take time to understand. Questions on external fellowships can be directed to the Office of Fellowships and Funding Resources.

To find information on sources of external funding and fellowships, see: https://kb.wisc.edu/gsadminkb/page.php?id=34769 http://grants.library.wisc.edu/
The Grants Information Collection (GIC) on the 2nd Floor of Memorial Library is a great collection of print and on-line resources to help students find external fellowships and scholarships. Students can learn how to set up a personalized profile on several on-line funding databases, and get regular notices of relevant funding opportunities. Students should remember that the timetable for identifying, applying for, and receiving such external funding is generally quite long. Students should plan on 9-12 months between the time they start a search and the time they may receive funding.
Fellows with Concurrent Appointments
Students with fellowships payrolled through the university may hold concurrent graduate assistantships and/or student hourly appointments up to an allowable maximum. Questions about concurrent work along with a fellowship may be directed to the Office of Fellowships and Funding Resources.

Funding for Study Abroad
The International Fellowships Office provides information about opportunities for international research, grants, scholarships and other funding.

Loans
The Office of Student Financial Aid (http://www.finaid.wisc.edu/graduate-students.htm) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.
X. Department Policy for Ranking Students for Teaching Assistant Assignments and Dissertation Fellowships

Procedure for ranking CLFS graduate students for Teaching Assistant assignments

(1) In December of each Fall semester, the Director of Graduate Studies (DGS) will send a request to all graduate students to apply for Teaching Assistant (TA) positions and fellowships for the following Academic Year. Applications will be due by early February.

   (A) In addition to applying to CLFS, the department will actively encourage all graduate students to pursue funding opportunities both across the campus and through external sources, as this benefits both the student and the department.

(2) By the end of each February, the Graduate Committee will meet to review the applications. Prior to the meeting, the DGS will contact the Chair of the Curriculum Committee in order to determine which classes will have Teaching Assistantships. The DGS will then contact each instructor, in order to ask whether there are any particular curricular needs for a TA and/or any other relevant information that should be conveyed to the Graduate Committee.

(3) Before curricular needs are considered, the Graduate Committee will first rank students based on the following criteria:

   (A) In Category A, the committee will rank graduate students who applied to whom CLFS still owes Teaching Assistantships. The committee will rank them in order of amount of semesters owed, with those CLFS owes the most receiving priority. For example:
       Jane: owed 3 semesters
       Muhammad: owed 2 semesters

   (B) In Category B, the committee will rank students to whom CLFS has no obligation. In this category, students will be ranked according to their experience as a TA for CLFS, with students with the least amount of Teaching Assistantships receiving priority. For example:
       Jane: has been a TA 5 semesters
       Muhammad: has been a TA 7 semesters

(4) While overall teaching experience will be noted, the committee will rank based on experience as a TA in CLFS. By doing so, the committee will continue to encourage students to explore additional opportunities in other units, which will not affect their ranking in CLFS. Thus, if Jane has been a TA for Classics for 4 semesters, but only served as a TA for CLFS for 1 semester, she will be ranked higher than Muhammad, who has served as a TA for Classics for 2 semesters, but served as a TA for CLFS for 2 semesters.

(5) The committee’s first priority will be to find Teaching Assistantships for graduate students in Category A. Once they have been secured funding, the committee will turn to students in Category B. While the committee’s goal is to allow as many students as possible to receive
pedagogical training, the committee must also keep curricular needs in mind. Thus, the committee will follow the ranking in order unless a specific case can be made for a particular candidate matching with a specific course. However, such an exception can only be made if one of two conditions apply:

(A) First, if that student has never taught that course before. For example, Jane is ranked one spot below Muhammad, but Jane is a folklore graduate student who has never served as a TA for FL100; therefore, the committee may elect to offer Jane the teaching assistantship in FL100 in that particular case.

(B) Second, if a large lecture course would only be staffed with TAs with less than three semesters of experience each. In such a case, the committee may elect to replace the lowest ranked of the three with the next highest ranked student on the list, who has at least three semesters of experience as a TA. In such a case, the DGS will consult with the course instructor so as to assure best fit. Otherwise, the Graduate Committee will follow the ranking.

(6) If students are ranked equally (for example, three students are in Category B and have 7 semesters of experience with CLFS), then the Graduate Committee will decide based on curricular needs and their own professional assessment of each candidate and best fit.

(7) All applicants will be ranked. In rare cases, the committee may decide to not rank a candidate (e.g., if there is evidence that suggest that the candidate is unable to act professionally in a classroom; or if the individual candidate is deemed to be making insufficient progress towards degree).

(A) Such a decision requires unanimous consent of the Graduate Committee.

(B) The DGS will then meet with the student who was not ranked in order to communicate the reasoning behind the decision.

(C) After meeting with the DGS, the student may appeal the decision. In such a case, the Graduate Committee will hold a special meeting to hear the appeal, at which the student can present their case, and then vote to either accept the appeal and then rank the student, or to deny the appeal and proceed with the previous ranking.

(8) After the relevant factors have been taken into account, the Graduate Committee will vote on a complete ranked list.

(9) At the March Faculty meeting, the DGS will present a brief oral report along with a written copy of the ranked list. After a motion to adopt the ranked list has been passed, the DGS will be charged to act on that plan, offering positions to students according to the ranked list.
(A) Should one student who is offered a Teaching Assistantship decline it, for any reason, the DGS will follow the ranked list and offer the position to the next candidate on the list. The committee will not reconvene to vote.

Procedure for ranking CLFS graduate students for Dissertation Fellowships

(1) All CLFS graduate students who will have dissistor status in the fellowship year will be considered eligible candidates for Dissertation Fellowships, and need not specifically apply.

(A) In addition, the department will actively encourage all graduate students to pursue funding opportunities both across the campus and through external sources, as this benefits both the student and the department.

(2) The number and nature of Dissertation Fellowships available in any given year is determined by the Graduate School, usually in an award authorization communicated to CLFS in the interim between the Fall and Spring semesters.

(3) Once this information is received, it will be included as part of the Graduate Committee meeting in which Teaching Assistantships are discussed. Prior to the meeting, the DGS will contact all doctoral advisors in CLFS and ask them for any relevant information on their graduate students (e.g., progress towards degree, significant achievements), so that the committee can be best informed.

(4) At the meeting, the committee will discuss the merits of each candidate. In addition to the advisor’s remarks, the committee will discuss the progress of each candidate towards degree.

(A) Priority will be given for those students likely to complete their dissertation by the end of the academic year in which the fellowship is received. Thus, the committee first considers these fellowships to be dissertation completion fellowships. In such an instance, the committee will consider this as the final funding offered to the student. Additional funding can be offered to such a student, but they would be placed at the bottom of all prioritized list. This expectation will be clearly communicated to such students.

(B) If no such candidate exists (i.e., all candidates are early in the dissertation phase), then the committee will consider progress towards degree, potential of project, previous funding, etc. and come to a decision based on the professional expertise of the committee. Candidates in this latter category will continue to be ranked in the normal manner for other funding opportunities in the department.

(5) Students may only receive a Dissertation Fellowship allocated to CLFS once in their academic career.

(6) All applicants will be ranked. In rare cases, the committee may decide to not rank a candidate (e.g., if the individual candidate is deemed to be making insufficient progress towards degree).
(A) Such a decision requires unanimous consent of the Graduate Committee.

(B) The DGS will then meet with the student who was not ranked in order to communicate the reasoning behind the decision.

(C) After meeting with the DGS, the student may appeal the decision. In such a case, the Graduate Committee will hold a special meeting to hear the appeal, at which the student can present their case, and then vote to either accept the appeal and then rank the student, or to deny the appeal and proceed with the previous ranking.

(7) Finally, the committee will first assess available funding possibilities and make a determination about how best to allocate those resources.

(A) For example, if there is one two-semester fellowship, the committee might either opt to offer the fellowship to one student for a full-year term, or to two separate students for one semester each. A simple majority vote will decide in these matters.

(8) At the next scheduled CLFS faculty meeting, the DGS will present a brief oral report along with a written copy of the ranked list. After a motion to adopt the ranked list has been passed, the DGS will be charged to act on that plan, offering fellowships to students according to the ranked list.

(A) Should one student who is offered a fellowship decline it, for any reason, the DGS will follow the ranked list and offer the fellowship to the next candidate on the list. The committee will not reconvene to vote.

XI. Student Health and Wellness
UW-Madison has a holistic resource for all things wellness called “UWell.” The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to http://uwell.wisc.edu/

Securing Health Insurance Coverage
Graduate Students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Students should contact the Department Administrator to select one of several health care plans within 30 days of one’s hire date.

University Health Services
Students who pay segregated fees are eligible for University Health Services. Because services are paid through tuition and fees, there is no charge to students for many basic services, including counseling sessions and outpatient care. Personal health and wellness services are also available in addition to medical services. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265- 5000. For more info, visit the UHS web site at: www.uhs.wisc.edu.
Disability Information
Students with disabilities have access to disability resources through UW-Madison’s McBurney Disability Resource Center. Admitted students should first go through the steps to “Become a McBurney Client.” See: http://www.mcburney.wisc.edu/students/howto.php

For additional [non-academic] disability campus resources, see: http://www.mcburney.wisc.edu/services/nonmcburney/index.php

For the UW-Madison Index for Campus Accessibility Resources, see: http://www.wisc.edu/accessibility/index.php

Mental Health Resources
University Health Services is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services, including immediate crisis counseling, same day appointments, and ongoing treatment. For UHS appointments or referrals to off-campus providers, students may call 608-265-5600 or see: http://www.uhs.wisc.edu/services/counseling/
XII. Information for New Students
Once a student has been accepted to the program and has decided to attend, he or she should send a letter to the Director of Graduate Studies, in care of the Department Administrator, indicating acceptance. In early May, students will receive a letter indicating their initial faculty advisor and welcoming them to the program. Over the summer, students should feel free to address any and all questions about the program, the university, and moving to Madison to the Department Administrator, Graduate Advisor, and program faculty. Students should be moved to Madison by the last week in August (Welcome Week).

Activating a NetID
Students will need a NetID and password to access the My UW-Madison portal at my.wisc.edu. To activate a NetID, students should click on the ACTIVATE NETID button from the My UW Madison login screen. Students should enter their 10 digit student campus ID number and birthdate. Since the NetID created and the password entered are keys to access to the MyUW portal, students should make a record of this information and keep it private.

Questions about NetID and/or password should be directed to the DoIT Help Desk at 608-264-4357.

Getting a UW Photo ID Card
Students may get their UW ID card (Wiscard) photo taken at the Wiscard Office in Union South, room 149, M-F 8:30 am - 5:00 pm. Students must be enrolled and have valid identification—such as a valid driver’s license, passport, or state ID—to get a photo ID. See: http://www.wiscard.wisc.edu/contact.html

Getting a Department Photo
Graduate students should contact the graduate advisor for their department photos, which will appear on graduate students’ department directory web pages. The best season for photographs is fall (September and October).

Madison Metro Bus Pass
UW students can pick up a free bus pass from the Memorial Union at the beginning of the fall and spring semesters. Students must be enrolled and should bring their UW photo ID card. See: http://www.asm.wisc.edu/resources/buspass.

Graduate Student Computers
The department provides graduate student office spaces in Sterling Hall in rooms 1328. These computers are for teaching related activities only.
Campus Computing Resources
The campus wireless network, UWNet, is available in all campus buildings. For details on connecting to UWNet or how to set up a personal computer with campus cloud storage, calendars, mail clients, and more, graduate students may search the UW KnowledgeBase at https://kb.wisc.edu/.

For information about other campus computing resources, see: https://www.doit.wisc.edu/services/.

For information on Campus IT policies, see: http://www.cio.wisc.edu/policies.aspx.

If you need any other assistance with campus technologies, please contact the Division of Information Technology (DoIT) Help Desk (help@wisc.edu | 608-264-4357).

Printing in Sterling Hall
A network printer is available for use by Graduate Assistants in CLFS to produce teaching materials in 2328 Sterling Hall. To conserve resources, double-sided printing is encouraged.

A copying machine is available for use by Graduate Assistants in CLFS to produce teaching materials in 2328 Sterling Hall. To conserve resources, double-sided printing is encouraged. For Graduate Assistants needing to make copies, the Departmental Administrator will issue a copy-code and the number of copies made by that code will be monitored. If excessive use patterns emerge, the copy code will be suspended.
XIII. Additional Information for International Students

**International Student Services**
International Student Services (ISS) is the main resource on campus to assist international students with visa, social, and employment issues. For more information, see [http://www.iss.wisc.edu](http://www.iss.wisc.edu)

**Student Visas**
Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by ISS. The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

**Documents Required of New International Students**
Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at 228 Bascom Hall. The admissions requirements page [http://grad.wisc.edu/admissions/requirements/](http://grad.wisc.edu/admissions/requirements/) has a drop down menu under “degrees” which lists the documents required for each country.

**Funding for International Students**
New international students with assistantships should work with International Students Services to obtain a social security number. New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number.

For a Social Security number, see: [http://www.iss.wisc.edu/employment/social-security](http://www.iss.wisc.edu/employment/social-security)

For an International Taxpayer Identification Number, see: [http://www.iss.wisc.edu/employment/itin](http://www.iss.wisc.edu/employment/itin)