



**Life Sciences Communication**  
UNIVERSITY OF WISCONSIN-MADISON

**LSC Ph.D. Student Requirements and Milestones**

The following document contains information on requirements and milestones that are specific to students in the Mass Communications Ph.D. program whose home department is Life Sciences Communication. Students should refer to the Mass Communications joint-program handbook for all other program information: <https://masscommphd.wisc.edu/joint-ph-d-handbook/>.

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## Course Requirements

The Mass Communications Ph.D. program requires a minimum of 65 credits in theory and methods/statistics courses which are selected in consultation with the faculty advisor and approved by the Graduate Committee through the program proposal process.

Doctoral students must maintain a 3.5 cumulative GPA in order to meet satisfactory progress criteria. No course, with a grade lower than AB, counts toward the 65 credits or as part of the required content areas.

At least 50% of the required coursework (33 of 65 credits) must be in graduate-level coursework. Courses with the Graduate Level Coursework attribute are identified with the text “50% graduate coursework requirement” under “course options” in Course Search & Enroll.

### **Required courses:**

#### ***Colloquium<sup>1</sup>***

LSC 700: Colloquium in Life Sciences Communication 1  
3

#### ***Science Communication Theory***

LSC 720: Introduction to Communication Theory & Research  
or LSC 902: Public Opinion of Life Science Issues 3-4

#### ***Research Methods<sup>2</sup>***

3-4

#### ***Graduate Level Statistics<sup>3</sup>***

58

#### ***Electives Based on Dissertation Topic & Goals<sup>4</sup>***

65-67

#### **Total Credits**

<sup>1</sup>Students may count up to three colloquia (including one semester of LSC 700) toward the 65-credit requirement for the program.

<sup>2</sup>Course to be selected in consultation with advisor. Examples of courses that may fulfill this requirement include: COM ARTS 762, ED PSYCH/COUN PSY/CURRIC/ED POL/ELPA/RP & SE 719, ED PSYCH 762, ED PSYCH/COUN PSY/CURRIC/ED POL/ELPA/RP & SE 788, ED PSYCH/ELPA 827, ED PSYCH 963, JOURN/LSC 811, JOURN 812, SOC/C&E SOC 750, SOC 751, or SOC 752.

<sup>3</sup>Course to be selected in consultation with advisor. Examples of courses that may fulfill this requirement include: ED PSYCH 760, ED PSYCH 761, ED PSYCH 763, ED PSYCH 773, ED PSYCH 960, ED PSYCH 964, ED PSYCH 965, LSC 660, POLI SCI 811, or POLI SCI 813.

<sup>4</sup>Courses selected in consultation with advisor to create a cohesive program of study. Students may count up to three independent studies with at least two different faculty members toward the 65-credit requirement for the program.

## Progress Reports

All LSC graduate students are required to complete an annual progress report. The report outline is sent to students in December and is due in February. In this report, students will outline achievements from the last year, planned milestones in the program, and may submit a course transfer pre-approval request if they plan to do so. Students are required to meet with their advisor to discuss and obtain their signature on the final submission.

Instructions and more details will be provided with the annual call for submissions in December.

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## Course Transfer Pre-Approval

A student's final course plan must be approved by the Graduate Committee as part of the program proposal process (detailed below). This includes courses taken at UW-Madison and any courses from a master's degree earned prior to joining the program which the student and their advisor believe contribute toward preparation for their dissertation research.

Because the program proposal is completed with only 1-2 semesters left of coursework, the Graduate Committee created an optional course transfer pre-approval process so students can receive an initial decision about the number of credits that can be transferred to their Ph.D. in Mass Communications. The pre-approval request must be submitted with the annual progress report to be considered. This process is offered as a convenience to students to assist with course planning and should not be completed during the same semester as the program proposal.

Courses asked to be reviewed for pre-approval should be intentionally selected based on their applicability to the student's Ph.D. program to provide depth and breadth to prepare them for writing their dissertation. Typically, students are allowed to transfer up to 9 credits of coursework from their master's degree. In very rare circumstances, students may transfer up to 12 credits. Transfer credits cannot duplicate courses taken in the Mass Communications program at UW-Madison.

Any transferred courses will be considered electives as part of the student's graduate program and cannot be directly transferred as an LSC requirement (science communication theory, research methods, statistics, and colloquium). All courses requested to be transferred must be from accredited institutions where English is the language of instruction.

Certain types of courses may not count toward the Ph.D. program and should not be included in a course transfer pre-approval request including thesis credits, audited and pass/fail courses, English as a Second Language courses, professional classes (e.g., newswriting, advertising, public relations), courses with overlapping content, courses with redundant content, and independent studies taken in lieu of paid employment. Refer to the program proposal section below for more details.

Course transfer requests must include the following information:

- Institution where course(s) were taken
- Course name and description
- Number of credits (note: Courses taken on a quarter-hour basis count as 3/4 of one semester credit. 12 quarter hours = 9 semester credits.)
- Final transcript that includes:
  - Final grades
  - Grading scale (e.g., how these courses would be evaluated if not on a 4.0 scale)
- Description of how the course content relates to the student's graduate program in LSC
- Evidence that these are graduate-level courses
  - For example, a link to the institution website outlining what numbering system is used to identify graduate coursework. An example can be found on the Graduate School website for UW-Madison here:  
<https://grad.wisc.edu/documents/course-numbering-system/>
- Evidence that the courses were taught in English if from an institution outside of the U.S.

It is expected that the student's advisor has reviewed all syllabi for these courses and the syllabi will be available for the Graduate Committee to review if requested. The advisor's signature on the progress report which includes the pre-approval request indicates to the Graduate Committee that they have reviewed the syllabi for the courses and approve of them being considered for the student's Mass Communications Ph.D. program of study.

The Committee will decide whether to pre-approve any submitted courses based on the submission. This pre-approval is conditional upon final approval of the program proposal that includes the student's full program of courses.

Courses cannot be accepted that were earned ten or more years prior to admission to the Ph.D. program. See the Graduate School's website for more information on prior coursework policies: <https://grad.wisc.edu/documents/prior-coursework/>.

Format:

Course transfer pre-approval requests should follow the format of the program proposal sample outlined below using the "Courses taken at another institution" section for guidance and an attached document outlining the required information for each course.

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## Ph.D. Program Proposal

A program proposal must be submitted to the academic advising manager in the Department of Life Sciences Communication *prior to the last semester of coursework*. The program proposal contains a student's long-range research goals, and the coursework that has been taken, or that is proposed to be taken, in the doctoral program. This proposal should be developed in consultation with the student's advisor who will write a letter of support. It should present a coherent and focused selection of courses relevant to the dissertation work.

Doctoral programs should reflect the interdisciplinary nature of the Ph.D. in Mass Communications. In addition to communication courses, students must take classes in several outside departments and programs. Students must demonstrate that they have the theoretical background and methodological training necessary to write the dissertation and to conduct research in the field of study after graduation.

The proposal is reviewed by the Graduate Committee who will either approve the program of study or may require modifications to ensure that the student is prepared to handle the theoretical and methodological requirements of their dissertation research. The Graduate Committee reviews program proposals twice each year at a mid-semester meeting in fall and spring. Students should submit their proposal to the LSC academic advising manager. The advisor may choose to send their letter directly to the academic advising manager as well.

Program proposals should be submitted when the student has all of the following:

- 1) a clearly defined research topic
- 2) decided in consultation with the advisor who the five committee members will be
- 3) at least one semester of course work remaining in the program

### Required components

Ph.D. program proposals are comprised of **four** documents:

1. **Cover letter from the faculty advisor** including a description of the student's research, how it fits within the academic discipline, and a discussion of the appropriateness of the student's methodological approach.
2. **Cover letter from the student** including:
  - a. brief description of the student's educational background
  - b. statement of overall research interests
  - c. explanation of the dissertation research and methodological approach
  - d. expected date of prelims
  - e. the intention to complete a minor and the area of concentration (if applicable).

- f. list of five confirmed committee members, their departments, and a brief explanation of their suitability to serve on the committee. The doctoral committee should reflect the conceptual and analytical interests of the student. At least two, of the five committee members, must be from outside the School of Journalism and Mass Communication and department of Life Sciences Communication. Students are not required to have three committee members from inside the major department. Committees are frequently comprised of three (or even four) committee members from outside the major department.)
3. **Chronological list of proposed and completed coursework.** (Follow sample format)
  4. **Subject area list of proposed and completed coursework.** (Follow sample format)

***For items #3 and #4,*** list only the Master's courses that are germane to the Ph.D. program and have been approved by the advisor based on this. Refer to the course transfer pre-approval section for details on what courses may or may not count towards the Ph.D. program, the average number of credits allowed to transfer, etc.

Including work taken at the master's level, students must complete a minimum of 65 semester credits. Thesis credits do not count as part of the 65 credits.

Doctoral students must maintain a 3.5 cumulative GPA in order to meet satisfactory progress criteria. No course, with a grade lower than AB, counts toward the 65 credits or as part of the required content areas.

**(note:** Indicate grading scale—if other than 4.0—for courses taken at other universities.)

#### Changes to course plan or committee membership after program proposal approval

Students may change up to two courses and up to one doctoral committee member in consultation with the faculty advisor, without having to file a revised program proposal. Notify the academic advising manager of all course substitutions.

If more changes are needed, then the proposal changes should be summarized in one page and returned for the Graduate Committee for approval. Students who change more than two courses or more than one committee member, or who change the focus of their dissertations, must submit a revised proposal.

Given the high mobility of UW-Madison faculty, and the uncertainty of course offerings, many students anticipate the problem of having to make course substitutions by listing an alternate course selection. (e.g., Soc. 360 or Ed Psych 760)

### Course Credits that do not count toward the Ph.D.

*Do not include these courses in the program proposal*

- Thesis credits
- Audited and Pass/Fail courses
- English as a Second Language classes
- Professional classes (e.g., newswriting, reporting, editing, advertising, public relations practices)
- Courses with overlapping content (e.g., Journ 658 and Soc 544)
- Courses with redundant content (e.g., 800-level readings seminars, topics courses with the same instructor)
- Independent study classes taken in lieu of paid employment (e.g., in exchange for organizing a conference, handling tasks associated with faculty research—running subjects, supervising student workers, data collection and analysis)

### Course Explanations

Some courses require explanation for full evaluation. On a separate sheet in the program proposal, append information about:

- Independent study and research classes - describe course content and the work completed.
- Lower-level theory classes (those numbered 400 and 500). These classes are normally considered to be precursors to graduate-level work - justify their inclusion in the program and explain how they were “enriched” (e.g., what work the student did beyond that required for undergraduates.)
- Courses that combine theory and professional content - explain how these classes contribute theoretically to the student’s doctoral program and why this expertise is essential to the goals of their research.
- Courses completed more than five years ago - provide a rationale for including this work as part of the program. Classes taken ten or more years prior to admission cannot be counted toward the Ph.D. program.
- Grades of incomplete - explain remaining coursework and provide a timeline for completion.
- Courses taken at other universities:
  - Any transferred courses will be considered electives as part of the student’s graduate program and cannot be directly transferred as an LSC requirement (communication theory, research methods, statistics, and colloquium). All courses requested to be transferred must be from accredited institutions where English is the language of instruction. Typically, students are allowed to transfer up to 9 credits of coursework from their master’s degree. In very rare circumstances, students may transfer up to 12 credits. Transfer credits cannot duplicate courses taken in the Mass Communications program at UW-Madison.
  - The following information must be included on the sheet with courses from another institution
    - Institution where course(s) were taken
    - Course name and description

- Number of credits (note: Courses taken on a quarter-hour basis count as 3/4 of one semester credit. 12 quarter hours = 9 semester credits.)
- Final transcript that includes:
  - Final grades
  - Grading scale (e.g., how these courses would be evaluated if not on a 4.0 scale)
- Description of how the course content relates to the student's graduate program in LSC
- Evidence that these are graduate-level courses
  - For example, a link to the institution website outlining what numbering system is used to identify graduate coursework. An example can be found on the Graduate School website for UW-Madison here:  
<https://grad.wisc.edu/documents/course-numbering-system/>
- Evidence that the courses were taught in English if from an institution outside of the U.S.

## Sample Program Proposal

It is important that students adhere to the sample program format including using page numbers.

Proposals that deviate from the sample format will be returned to the student to be reworked and will be evaluated the following semester.

(cover page)

Name  
Madison Address (include zip code)  
E-mail Address  
Student ID Number

Master's Degree: Institution  
Major  
Thesis Title  
Degree Date

Undergraduate Degree: Institution  
Major  
Degree Date

Ph.D. Minor (*elective*): Area of Study  
Mass Communications doctoral students are **not required** to complete a minor.

Prelims: Date you expect to take exams

Program by Academic Semester

**A. Courses Taken at Other Institutions: Marquette University, Milwaukee, WI**

(List only the courses that apply to the Ph.D. program)

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>	<u>Grade</u>	<u>Instructor</u>
<b>Fall 2015</b>				
COMM 5953	Seminar in Comm: Comm about Risk	3	A	Griffin
<b>Spring 2016</b>				
COMM 6002	Research in Action	3	A	Griffin
<b>Fall 2016</b>				
COMM 6815	Data Analytics & Reasoning in Comm	3	A	Griffin
<b>Total Credits &amp; Cumulative GPA</b>		9	4.0/4/0	

Program by Academic Semester

**B. Courses Completed at UW-Madison**

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>	<u>Grade</u>	<u>Instructor</u>
<b>Fall 2017</b>				
J 801	Mass Comm & the Individual	3	A	Shah
EdPsych 762	Intro to Design of Educ Experiments	3	A	Kim
J 901	Colloquium: Mass Communication	1	CR	Riddle
<b>Spring 2018</b>				
LSC 875	Science & Social Media	3	A	Brossard
EdPsych 960	Structural Equation Modeling	3	A	Kaplan
LSC 700	Colloquium in LSC	1	CR	Brossard
<b>Summer 2018</b>				
LSC 350	Visualizing Sci & Tech (grad component)	3	A	Reaves
<b>Fall 2018</b>				
LSC 902	Public Opinion in Science	3	A	Scheufele
EdPsych 763	Regression Models in Education	3	A	Steiner
STS 902	Current Topics in STS	1	CR	Alatout
<b>Total Credits &amp; Cumulative GPA</b>		<b>24</b>	<b>4.0</b>	

Program by Academic Semester

**C. Courses remaining at UW-Madison**

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>	<u>Grade</u>	<u>Instructor</u>
<b>Spring 2019</b>				
CA 970	Seminar in Comm Sci	3		Xenos
EdPsych 964	Hierarchical Linear Model	3		Kim
J 880	Politics in the Digital Media Age	3		Kim
<b>Summer 2019</b>				
CS 540	Intro to Artificial Intelligence	3		TBA
LSC 999	Independent Study	3		Brossard
<b>Fall 2019</b>				
CS 577	Intro to Algorithms	4		TBA
CS 765	Data Visualization	3		TBA
<b>Spring 2020</b>				
CS 760	Machine Learning	3		TBA
LSC 831	Psych of Entertainment Media	3		TBA
<b>Fall 2020</b>				
EdPsych 719	Intro to Qualitative Research	3		TBA
LSC 999	Independent Study	1		TBA
<b>Total Credits</b>		<b>32</b>		

## Program by Content Area

### **A. Communication Theory**

<b><u>Course Number</u></b>	<b><u>Course Name</u></b>	<b><u>Credits</u></b>	<b><u>Grade</u></b>	<b><u>Instructor</u></b>
J 801	Mass Comm and the Individual	3	A	Shah
J 880	Politics in the Digital Media Age	3		Kim
CA 970	Sem in Comm Science	3		Xenos
LSC 831	Psych of Entertainment Media	3		TBA

### **B. Science, Risk & Environmental Communication**

COMM 5953	Semin in Comm: Comm about Risk	3	A	Griffin
LSC 350	Visualizing Sci & Tech (grad component)	3	A	Reaves
LSC 875	Science & Social Media	3	A	Brossard
LSC 902	Public Opinion in Science	3	A	Scheufele
LSC 999	Independent Study	3	A	Brossard
LSC 999	Independent Study	1		TBD

### **C. Research Methods & Statistics**

COMM 6002	Research in Action	3	A	Griffin
COMM 6815	Data Analytics & Reasoning in Comm	3	A	Griffin
EdPsych 762	Intro to Design of Educ Experiments	3	A	Kim
EdPsych 763	Regression Models in Education	3	A	Steiner
EdPsych 960	Structural Equation Modeling	3	A	Kaplan
EdPsych 964	Hierarchical Linear Modeling	3	A	Kim
EdPsych 719	Intro to Qualitative Research	3	A	TBA

### **D. Computational Sciences**

CS 540	Intro to Artificial Intelligence	3		TBA
CS 577	Intro to Algorithms	4		TBA
CS 760	Machine Learning	3		TBA

CS 765	Data Visualization	3		TBA
<b>E. Colloquia</b>				
LSC 700	Colloquium in LSC	1	CR	Brossard
J 901	Colloquium: Mass Communications	1	CR	Riddle
STS 902	Current Topics in STS	1	CR	Alatout
<b>Total Ph.D. Credits</b>		<b>65</b>		

**Addendum:**

*This is a sample of the three types of courses that may show up in the addendum, the courses listed here do not necessarily match the sample proposal outlined above.*

**COMM 6002, Research in Action**

Marquette University

Communication 6002 explores research methods in communication research, in particular techniques useful in gathering, organizing, verifying, and evaluating evidence through qualitative and quantitative methods. These methods are valuable for people who want to do scholarly research as well as for those who will be encountering research as part of their professional work in communication or other occupational fields. It includes the opportunity to develop your own research project, practical exercises in qualitative and quantitative methods, exercises designed to sharpen your abilities to reason critically from data, and an introduction to basic statistical testing through the Statistical Package for the Social Sciences (IBM SPSS). The rigors of conceptualizing and refining a research question, and the techniques of objective and systematic information gathering, are important to professional and academic research in communication. Comm 6002 is designed to give you an opportunity to develop and carry out your own research project in a systematic manner, in controlled and guided stages of development: conceptualization; design; test of procedures. The format of the course is seminar. There will also be exercises to be completed.

Course Numbering System:

[http://www.marquette.edu/mucentral/registrar/policy\\_coursenumberingpolicy.shtml](http://www.marquette.edu/mucentral/registrar/policy_coursenumberingpolicy.shtml)

This course relates to my graduate program in LSC because...

**LSC 999, Independent Research**

UW-Madison

Instructor

Credits

Overview of independent study ...

**EdPsych 960, Structural Equation Modeling (Incomplete)**

Instructor

Credits

Describe reason for incomplete and plan/timeline for completion

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## Preliminary Examinations

LSC doctoral students take preliminary examinations after completing all course program requirements as agreed upon in student's approved "program proposal". Preliminary exams are conducted as 'open book' exams. Students will select five days within a 10-business day window to take their exams during business hours. The five exact dates on which the student will be taking the exams must be chosen and communicated to the academic advising manager before the start of the exam period. The student's committee members will each submit a preliminary exam question within an agreed-upon area of study. Students will complete one exam question per day over their 5-day exam. Students have 8 hours/day/question and can take as many breaks as needed, but must complete the exam in 8 hours. Students will contact the academic advising manager at the beginning of each testing day to receive the exam question from the committee member of their choosing.

When finished with the exam, students will email their exam answer to the academic advising manager following LSC formatting guidelines. Students have one additional day to fix their references if needed. Initial answers will be graded, but students can provide a finalized reference list within one day of the last exam) Students should use endnote or other software to limit the number of changes needed.

When scheduling exams, keep in mind that they must be completed early enough to allow time for grading prior to the dissertator deadline for the next term. Students and advisors should consult the [Graduate School's deadlines](#) to confirm the deadline for dissertator status for each semester.

Students who fail one or two prelim questions may be required to respond to a new prelim question; write a paper that addresses the deficiencies of the original prelim answer; or take an oral exam to demonstrate mastery of the content area. Remedial action is determined by the faculty member who posed the original question. Students who fail three or more prelim questions may be required to take additional course work or complete a semester of independent study and research before being allowed to retake a partial or full preliminary exam. Students may also be dropped from the doctoral program. Remedial action is determined by a majority vote of the full doctoral committee.

### Critical Steps to Prepare for Preliminary Examinations

#### Prior to starting exams:

- Review the Graduate School's policy listing on preliminary examinations: <https://grad.wisc.edu/documents/preliminary-examinations/>
- Review approved program proposal and student record to confirm completion of program requirements with advisor and confirm ability to start scheduling preliminary exams

- In writing, inform the academic advising manager of intention to take prelims this semester, cc advisor to confirm they have approved this plan
- In consultation with advisor and committee, prepare a reading list to help prepare for exams. Students may ask academic advising manager for previous exam questions from their committee members to assist with exam preparation
- In consultation with advisor, compile an initial list of prelim dates, consult the [Graduate School's deadlines](#) for the semester to determine how early exams need to be started in order to allow time for grading and obtaining signatures to meet the deadline for dissertator status. Refer to information in prelim exam overview above for details on preliminary exam timeline and requirements
- In consultation with advisor, inform the academic advising manager and committee of confirmed prelim exam dates as soon as possible. The advisor will collect final exam questions from each committee member and share with the academic advising manager
  - At least 2 weeks prior to the exam dates, the student must send the following information to the academic advising manager so they can request the [warrant](#) from the Graduate School.
    - committee members' names, titles and department home (feel free to copy/paste entire UW directory listing from [wisc.edu](#) for each committee member)
    - Minor(s) or certificate(s) the student is completing, if any
      - name of minor/certificate
      - name of advisor for the minor/certificate
      - date minor/certificate requirements were completed

#### Day(s) of Preliminary Exams

- The student will contact the academic advising manager at the agreed upon start time each exam date indicating which committee member's question they would like to work on that day (Students do NOT have to commit to an order in advance)
- Follow the "LSC preliminary exam formatting requirements" for document formatting and titling instructions (see below)
- At the completion of each exam date, send the PDF of the answer by the exam deadline (8 hours after the start of the exam) to the academic advising manager

#### Post Completion of Preliminary Exams

- The academic advising manager will forward combined PDF of all exam documents to the student's advisor and the advisor will review and send to committee members. The advisor will inform the student of their exam status once committee review is complete.
- Upon receiving a "pass" from all committee members, the academic advising manager will collect digital signatures from committee members for the preliminary exam warrant and will submit it to the Graduate School.
- Students will be required to complete the doctoral student experience survey which will be sent to them by the Graduate School after warrant submission.

- Review the Graduate School’s policy page with information and FAQs on dissertator status: <https://policy.wisc.edu/library/UW-1247>

### Preliminary Exam Formatting Requirements

- At the top of each exam answer, type the following:
  - date of exam
  - student’s name
  - committee member’s name
  - exam question
- Add header/footer for each exam that includes
  - page numbers
  - student’s last and first name
  - the committee member's LAST nameFor example: “BADGER Bucky SCHEUFELE Prelim Exam p. 1”
- Title and save each exam as a PDF with the title and file name: BADGER Bucky SCHEUFELE prelim response

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## Dissertator Status

Students who have met all major and minor doctoral program requirements, passed the preliminary examination and filed the prelim warrant with the Graduate School are admitted to candidacy for the Ph.D. in Mass Communications. They are officially recognized by the university as “dissertators” at the beginning of the semester after these requirements are met.

After obtaining dissertator status, students must continuously enroll for 3 credits of LSC 990 each semester, excluding summers unless they are graduating in summer or are required by their assistantship to enroll for summer. Students must request permission to enroll in LSC 990 each semester by emailing their advisor and cc’ing the academic advising manager.

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## Oral Defense of Dissertation & Graduation

The oral defense of the dissertation is the last step toward graduation. Students must defend their dissertation the same semester they plan on graduating. Before they can defend their dissertation, they must complete the milestones listed above and achieve dissertator status. After achieving dissertator status register for three credits of research credits (LSC 990) each fall and spring semester until work is complete. Students graduating in the summer must be enrolled for research credits that term. Students have five years from the date of passing their preliminary examination to take their final oral examination and deposit their dissertations. Failure to complete their degree within this five-year period may result in their having to retake the preliminary examination and be re-admitted to candidacy.

### Pre-Defense

- Enroll in research credits during the graduation term
- Confirm plans to defend with advisor and notify the academic advising manager as soon as a defense semester is identified. Review the [Graduate School's deadlines](#) to confirm the final degree deadline for the term in which the student plans to defend.
- Review the Grad School's "Guide to Preparing your Doctoral Dissertation" to ensure compliance with "formatting requirements": <https://grad.wisc.edu/current-students/doctoral-guide/>. Students can also look at dissertation examples from LSC graduates in the thesis library, ask the front desk for assistance accessing the dissertations.
- Set regular meetings with advisor [and potentially committee members] to track dissertation progress
- Get advisor's approval to set an oral dissertation defense date
- Get advisor's approval of proposed dissertation title
- Set an oral defense date with committee, as soon as a defense date is selected do the following:
  - Update academic advising manager and include defense date and committee members; asking them to request a warrant from the Graduate School. This must happen no later than 2 weeks prior to the defense date!
  - Work with LSC Front Desk to reserve a conference room in Hiram Smith Hall for the defense
- In consultation with advisor, submit a draft of dissertation to committee
- In consultation with advisor, submit final copies of dissertation to committee at least 1 week prior to the defense

### Post-Defense Day

- Make any edits/changes requested by the committee to dissertation and re-submit to advisor and committee members who have requested to see them for final approval
- Once the committee has approved the final version of the dissertation, the advisor will notify the academic advising manager who will circulate the warrant to committee members for signature. Students submit a final copy of the signed warrant when depositing the dissertation.

### Final Steps to Graduation

- Review the Grad School's instructions to deposit the dissertation: <https://grad.wisc.edu/current-students/doctoral-guide/#defend-and-deposit-your-dissertation>
- Print two copies of the dissertation and deliver to LSC Front Desk. Printed copies should have 1.25" margins for the left and top margins to best display in the binding process.
  - *Student receives one copy and one copy stays with the dissertation collection in the LSC reading room. If more copies are desired, student*

*pays cost of additional binding. If a student does not want a bound copy for themselves, only one printed copy is required for the department.*

- Students must sign up at MyUW “apply to graduate” to have their name in the graduation program. Watch email closely for messages about cap and gown rental and for more information about commencement, go to <http://commencement.wisc.edu/>

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## Academic Exception Petitions

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 that may lead to an exception petition. Petitions for any academic exceptions including a leave of absence shall be directed to the LSC Graduate Committee in consultation with the student’s advisor. The following procedures apply to all petitions:

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

### Leave of absence

Student in good standing who encounter extenuating circumstances and wishes to interrupt their program of graduate study can petition the Graduate Committee for a leave of absence following the academic exception petition policy above. Leave of absence petitions must be submitted prior to the start of the semester the student wishes to take leave, the reason, and anticipated length of the leave. An approved leave of absence petition guarantees reentry to the program if the student reapplies to the Graduate School during the time period specified. Students whose petitions are denied may later apply for readmission, but their acceptance cannot be guaranteed