UW-Madison Department of Theatre and Drama

MA and PhD Handbook

Revised 2013

*Bring this handbook to all advising meetings*
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Department of Theatre and Drama Officers, 2013-2014

Chair: Professor Ann Archbold  
Director of Academics: Professor Michael Peterson  
Head of the M.A./Ph.D. Program: Professor Aparna Dharwadker  
Theatre Research Area Head: Professor Mary Trotter  
Director of the Theatre for Youth Program: Professor Manon van de Water  
Director of Theatre Production: Professor Patricia Boyette  
Graduate Coordinator: Ms.Brenda Weiss  
Department Administrator: Ms. Melinda Menard
Introduction

Welcome to the graduate program in Theatre Research at the Department of Theatre and Drama at the University of Wisconsin-Madison. This program prepares MA and PhD students to pursue innovative, often interdisciplinary research in theatre studies, and to relate their scholarly research to production and/or teaching. The MA program can serve as the preparatory degree for the PhD, or as a terminal degree for students seeking greater exposure to theatre and drama studies beyond the undergraduate degree. Through rigorous course-work and participation in the artistic production process, the PhD program prepares graduates for positions as college and university researchers and instructors, as well as public intellectuals, dramaturgs, and critics. The faculty’s diverse interests and methods reveal a common intellectual engagement in the dynamic relationship between theatre and culture. They pursue a wide range of theatre and performance topics, including modern European and American drama, avant-garde theatre, performance theory, theatre for youth, postcolonial theatre, modern Indian theatre, feminist drama and performance, Irish theatre, and Russian theatre. PhD students work closely with all of the department’s research faculty, as well as affiliated faculty members in such fields as African Studies, African-American Studies, German, Art History, English, French and Italian, Film Studies, Music, Classics, Spanish and Portuguese, and Women’s Studies.

Graduate study in Theatre Research at UW-Madison is part of a comprehensive program in Theatre and Drama that includes MFA degrees in Acting, Directing, Design, and Technology, as well as the MA and PhD degrees. Students who complete the MA degree may petition to be admitted to the PhD Program, but admission is based on a number of factors in addition to completion of the MA. All students are encouraged to take part in the intellectual life of the Department, the University, and national and international professional organizations. The department offers regular colloquia with local and national speakers, and graduate students are expected to attend all such events. The Theatre and Drama Graduate Student Organization (TDGSO) holds an annual graduate student conference where students can exchange ideas with their peers from fellow institutions.

MA and PhD students can specialize in a number of areas, including modern drama, avant-garde theatre, contemporary performance, comparative theatre theory, Russian theatre, Irish theatre, postcolonial theatre, modern Indian theatre, and theatre for youth. The MA program requires completion of 30 credits, including 5-8 thesis credits taken in the final semester of course work; the PhD program requires completion of 69 credit hours for course work and a dissertation. Continuing MAs may transfer up to 24 credit hours towards the PhD requirements; incoming PhDs who have received the MA from another institution may transfer a maximum of 18 credit hours in consultation with the Head of the M.A./Ph.D. Program for Theatre Research.

This Handbook provides you with general information about our programs, including requirements, opportunities, and timelines. While it offers an important overview of graduate studies in the department and on campus, it is only a guide. You should stay in close touch with your advisor, the Program Head, the Graduate Coordinator, the Department Administrator, and other administrators, professors, and mentors to gain the most from your experience at UW-Madison.
Overview of MA and PhD Programs

Degree Curricula and Requirements

During the first semester of study, all new MA and PhD students take TD 700 Proseminar: Introduction to Research in Theatre, to familiarize themselves with the methods and materials of theatre research and writing. Thereafter, Master's students in Theatre Research construct an individualized program of study culminating in a thesis. PhD students take a range of lecture/discussion and seminar-style courses in dramatic literature, history, and theory within the Department of Theatre and Drama; construct a Minor on the basis of courses taken in other related disciplines; and fulfill foreign-language requirements. They are admitted to Dissertator status after an oral exam based on a selection of research papers (Prelim A), followed by a dissertation proposal defense (Prelim B), and the final dissertation defense. MA and PhD students also participate in the production process by serving as dramaturgs, assistant directors, performers, designers, or technicians for University Theatre, the production wing of the Department of Theatre and Drama.

Learning Goals and Objectives for the MA and PhD

- Thorough familiarity with the theory, history, and practice of drama and theatre as collaborative cultural forms
- Historical understanding of the diverse global locations of theatre and the intercultural contact among theatre traditions, especially as these multiply in the modern and contemporary periods
- Understanding of theatre and drama’s connection to other forms of literature, art, and performance, as well as to diverse cultural activities
- Intensive training in the methods and materials of theatre research and writing, leading to original scholarly projects that range in complexity from term papers to dissertations
- Understanding of theatre-as-practice, and of the reciprocal relations between research and practice, through participation in the production process
- Broad-based preparation for future careers as theatre scholars, teachers, and practitioners
- Professionalization in the discipline of theatre through participation in conferences and submission of work to scholarly journals

Theatre for Youth Specialization

Qualified students may pursue a MA or PhD degree in the broad area of Theatre For Youth, which includes the theory and practice of Theatre for Young Audiences, Drama in Education (creative drama), and Theatre in Education. Student who pursue this option are expected to develop a thorough background in traditional theatre (i.e., world drama, history, theory/criticism, and production). In addition, they may develop and pursue special interests, research, and production in theatre and drama as it applies specifically to young people. Considerable coursework is expected in other departments of the University to enhance this area of specialization. Students who wish to pursue a specialization in Theatre for Youth must formally apply to the director of the Theatre for Youth Program.
Financial Support

Teaching and Project Assistantships

The Department of Theatre and Drama supports its graduate students as much as possible through Teaching, Research, and Project Assistantships. It is our policy to provide assistance, when available, for up to three years to PhD students. MAs matriculating into the PhD program may receive up to four years of support if they had already received a year of assistantship during the MA, although assistantships for MA students are exceptional rather than customary.

All TA/PA appointments are awarded on a competitive basis, mainly as yearly appointments. In some exceptional cases, the Dean’s office may allow an award to be guaranteed for more than one year. Students interested in receiving any kind of assistantship must fill out an application for a department assistantship with the T&D Graduate Coordinator by January 1 each year.

Because of the quality and range of skills among our graduate students, an increasing number, after they finish course work, have received TA positions in departments other than our own, such as Communication Arts, English, Dance, Women’s Studies, African Studies, and Integrated Liberal Studies. We encourage qualified students to explore these options; however, it is important for graduate students receiving a PhD in Theatre and Drama to teach in our department (if an assignment is available to them) for at least one year during their years of coursework in order to obtain teaching experience specifically in theatre studies. It is our policy that any TA/PA/RA support from other departments counts towards the three or four years of support we hope to provide students while they are doing their coursework.

Dissertator Support

Select students are nominated for University Dissertation Fellowships in January every year. Students must defend their Prelim B proposal successfully by December if they wish to be considered for nomination for a dissertation fellowship in January. As mentioned above, students may also apply for TA or Lecturer appointments in other departments. We place no limit on the number of semesters of support a student may receive from other departments while he/she is a dissertator.

Scholarships and Readerships

In addition to the longer-term support outlined above, the department offers more modest support in the form of scholarships and/or readerships. Readers are hired on an hourly basis to assist faculty members in grading papers for large lecture courses with 40-60 students. These are ad hoc appointments.

Scholarships and awards ranging from hundreds to thousands of dollars are given out annually by the department according to the specific terms of bequests or gifts. Some scholarships require that students ask to be nominated by members of the faculty. Notice will be given when such self-nominations are due. Scholarship and award winners are announced at an annual awards ceremony that concludes the academic year in May.
The MA Program of Study

The Master of Arts degree in Theatre and Drama can serve as the preparatory degree for the PhD, or as a terminal degree for students seeking greater exposure to theatre and drama studies beyond the undergraduate degree.

MA Requirements (30 Credits, 24 minimum in Theatre and Drama)

- **TD 700 Proseminar: Introduction to Research in Theatre** All students must take this course in the fall semester of their first year as part of their 30 credits.
- **Significant participation in one University Theatre production** as dramaturg, director, assistant director, stage manager, assistant stage manager, actor, designer, or technician. The production assignment will be determined in consultation with the student's advisor and other department faculty.
- **Thesis**. A candidate for the MA degree must choose an advisor before the end of the second semester of study, and prepare a thesis under his/her guidance. Before the degree can be conferred, the thesis must be approved by a committee consisting of three faculty members—the advisor, at least one more faculty member from the Department of Theatre and Drama, and one other member—and filed in Memorial Library according to Graduate School deadlines. The thesis should represent independent research carried out by the student in consultation with the advisor, and other committee members with expertise in the area. Students enroll in 5-8 credit hours while completing their thesis.
- **A one-hour oral defense of the thesis**. At the defense, the student explains the contribution of the thesis to the field of study, and responds to questions and critiques by the committee. Completion of the MA requires successful completion of the thesis and a satisfactory defense of it.

MA Program Timeline

The MA program is designed to be completed in 3-4 semesters of full-time study.

MA Program: 1st Year

During Welcome Week of the Fall semester, all students receive the Theatre and Drama MA and PhD Handbook which contains current policies about program requirements and progress. They register for TD 700 and are advised by the Graduate Program Head to enroll in as many Theatre Research classes as feasible during the first year. Because MA students must choose an advisor by the end of their second semester, they are encouraged to take courses with various members of the Theatre Research faculty during the first year of study, and to postpone courses outside the department to the summer or the third semester. Students also have the opportunity to meet with all Theatre Research faculty on staff during the First-Year Student Spring Colloquium (scheduled in February every year), where faculty members present an overview of their work and areas of expertise, and are available to answer questions.

All first-year MA students are assessed informally during the Spring semester of the first year. Students who are struggling with coursework or research writing must meet with the Program Head and their advisor to discuss Fall courses and strategies for improvement.
MA Program: 2\textsuperscript{nd} Year

Second year students continue completing course requirements, with an emphasis on the production requirement, and begin work on a thesis proposal in consultation with their advisor. After the advisor has approved the thesis proposal, the student selects a thesis committee consisting of the advisor and two other faculty members, including at least one other member from the Department of Theatre and Drama. With the approval of the thesis advisor and the department’s Executive Committee, one academic staff member may serve on a thesis committee in lieu of a faculty member. Students petition for a thesis defense by writing to the Program Head, and schedule a date in coordination with their thesis committee and the Graduate Coordinator.

The Thesis

The MA thesis is a scholarly contribution to knowledge that attests to the student's ability to define, research, and articulate in writing a topic related to the field of theatre and drama. Topics should be discussed with the advisor, and may focus on any aspect of theatre, drama and performance studies, depending on the student's interests and area of focus. Students who plan to petition for admission to the PhD program may choose a topic related to their possible area of focus in the PhD program. The MA thesis is typically 75-90 double-spaced pages in length, including the Bibliography. MA students in Theatre for Youth who are not planning to apply for the PhD program may do an alternative thesis project in consultation with the head of the Theatre for Youth program. Students must distribute the thesis to committee members two weeks prior to the defense. Electronic copies are customary, but the student must provide a hard copy to any committee member who requests it.

Choosing an MA Advisor

The Graduate School requires every graduate student to have an academic advisor. The advisor is the primary contact person within the department, and the faculty member who will guide the student most closely through his/her degree program.

MA students work with the Program Head during their first semester in the program. In addition to meeting with the GL to plan the Fall course schedule, students begin to discuss possibilities for a permanent advisor. To be well-informed about the faculty available to guide their long-term research, students are encouraged to take courses with as many Theatre Research faculty members as possible during their first year. As well, students should attend the First-Year Student Spring Colloquium mentioned above, during which all Theatre Research faculty present an overview of their areas of expertise and current research.

Students are required to select an advisor by the end of the spring semester of their first year, and should reflect carefully on the best fit with their own scholarly interests. After a student has chosen an advisor, he/she should write a memo to that faculty member confirming the agreement, with copies to the Program Head and the Graduate Coordinator.

The Program Head and the Graduate Coordinator continue to serve as the liaison between the Graduate School and graduate students, working closely with the student's advisor on such issues as graduation requirements. Students must take the initiative to get through the program administratively by staying informed about both Graduate School and departmental requirements.
MA with Specialization in Theatre for Youth

Candidates for the MA degree with a specialization in Theatre for Youth will be advised by the Director of the Theatre for Youth Program and must take at least 12 credits in Theatre for Youth. They will gear their thesis to any aspect of the field of theatre for youth in consultation with their advisor. The thesis should be a product of the student's independent research, carried out in consultation with the Advisor and other faculty members with expertise in the field.

Admission/Continuation into the PhD program

*MA students who plan to continue into the PhD program must petition the Program Head to request admission to the PhD program by Welcome Week of their final semester.* To be considered for admission and funding, students should ideally plan to defend their thesis by 30 March; if the defense is scheduled for a later date, both admission and funding will be conditional on the satisfactory completion, approval, and final submission of the thesis. Students who defend in the Fall semester and are admitted to the PhD program may enter the program in the Spring semester, but funding for that semester would not be guaranteed, and would be unusual. In such cases enrollment in the PhD program may be deferred to the Fall semester of the following academic year. Admission to the PhD program is *not* automatic or guaranteed; it depends, among other factors, on a successful thesis defense and the recommendation of Theatre Research faculty.
The PhD Program of Study

The PhD program in Theatre and Drama at the University of Wisconsin-Madison prepares students to assume professional positions as scholars, educators, and researchers in theatre and performance studies. The degree requirements are designed to balance theoretical investigations with practical applications, and to allow for interdisciplinary studies that enhance the value and possibilities of the degree. Students are encouraged to participate in national and international professional meetings, and to publish in the field.

Coursework: 69 Credits, or 23 Courses

Courses numbered 300 and above count toward a graduate degree. Courses numbered from 301-699 carry both undergraduate and graduate credit; courses numbered from 700-800 carry graduate credit only. Seminars are numbered 900 and above.

- 8 courses in dramatic literature, history, and theory and criticism, including one required course (TD 700 Proseminar: Introduction to Research in Theatre) taken in the Fall semester of the first year.
- 3 practicum courses.
- 8 courses grouped to provide an area of specialization within the major field of study.
- 4 courses in departments other than Theatre and Drama, grouped to complement the area of specialization and the major. These four courses constitute a minor, and are determined in consultation with the student's advisor. Under special circumstances, a student may elect a distributed minor, dividing the outside coursework between more than one department.
- Three courses completed for the student's coursework must be seminars (900-level or higher)
- Over the course of the PhD program, students must acquire comprehensive knowledge of the field by taking at least two courses at the 500-level or above in each of the following areas of theatre research: dramatic literature; theatre history; and theatre and performance theory. Students must work with their advisors to ensure that both depth and breadth are achieved through the balance of courses and the final papers written for the courses. No more than two courses (out of the total of six) taken in other departments may count towards satisfying this requirement, and would need to be approved by the student's advisor. Upper-level courses taken at another university or independent study courses do not count towards satisfying this requirement.
- Up to two Independent Study courses (TD 699) may be taken with individual faculty members during the PhD course-work. No more than one independent study may be taken with any one faculty member, either within or outside the department. A student who wishes to request an exception due to special circumstances must apply to the Theatre Research area for a waiver of this policy. The application must be in writing and must have the approval of the student's advisor.
Area of Specialization

In selecting their coursework, students develop an area of specialization, based on the focus of their scholarly work. The area of specialization may be defined by a genre, a theoretical approach or methodology, a time period and/or a geographical or linguistic area. For example, the area of specialization may be circus, or melodrama, or Noh theatre; it may be feminist analysis, or ethnography, or dramaturgy, or Theatre for Youth; it may be British Restoration theatre, or modern Indian theatre, or Ancient Greek theatre, or Russian theatre in the 19th century. It should be focused, yet broad enough for students to take eight courses relevant to it. At least four of the eight courses in the area of specialization must be taken in the Department of Theatre and Drama (the usual number is six). Generally, students define an area of specialization only when they are near the completion of course work, and it is possible to reorganize the checklist at that time to reflect the emerging area of specialization.

The Minor

Students must include a Minor consisting of 4 courses (12 hours) from outside the major as part of their coursework. The courses can be taken in a single outside department (a Focused Minor), or distributed over two or more departments (a Distributed Minor). An outside department minor requires the approval of the department housing it. This department may have its own Minor program, so students should check with department administrators before choosing this option. A distributed minor requires approval from the Theatre Research area. Cross-listed courses taught by Theatre and Drama faculty may not be used to fulfill the Minor requirement.

Portfolio Revision Course (TD 698)

In their final semester of course work, students may enroll in TD 698 (Directed Study) for 1-3 credits and use that time to revise their portfolio papers for the Preliminary A Exam (described below). This final semester course for portfolio revisions does not count as an Independent Study course. TD 698 does count toward a student’s course requirements.

Second Language Requirement

Even if a student's primary research can be conducted in English, all PhD candidates must have proficiency in a language other than English that will allow for research on primary and secondary sources relating to the chosen topic. The specific language should be decided in consultation with the student's advisor. Students whose first language is not English and who plan to use their native language in their research must consult with their advisor about using it to satisfy the language requirement.

In order to satisfy the language requirement for the PhD, students in the Department of Theatre and Drama must EITHER

1) Receive at least a grade of B in an appropriate language course during their graduate study at UW-Madison, approved prior to registration by the student’s advisor; OR
2) Pass the language exam administered by the department teaching that language on campus.

It may be possible to substitute the study of American Sign Language or a computer language to satisfy this requirement. A student requesting this substitution should submit a letter to the Program Head explaining the need to do so, and the plan for achieving computer language or American Sign Language competency. The GL will rule on the applicant’s request.
While the study of music notation or dance notation may be necessary for some students' research and the acquisition of those skills would be expected, they will not count toward satisfying the foreign language requirement.

**Practicum Requirements**

PhD students are required to take three practicum courses. These must include either TD 362 (Drama in Education) or TD 357 (Theatre for Cultural and Social Awareness), and may include both courses. Students may also participate in three production activities as dramaturgs, assistant directors, performers, designers or technicians. They should contact the appropriate faculty members (Director of University Theatre, Production Manager, Theatre Research Area Head, etc.) early to express their interest in being involved in a specific production. It is also most efficient (although not required) for students to request 1 credit of TD 561 for each production in which they are involved. Two of the three production activities must be regularly scheduled University Theatre productions that are part of our official season. The third activity may be either a University Theatre production, or, with the approval of the PhD advisor, any production activity that takes place within and/or on a theatre venue on the University campus, and involves graduate and/or undergraduate students currently enrolled at the University. When a student has accumulated three such credits, these may be substituted for one of the three required practicum courses. Credit for 561 cannot be allocated retroactively.

The practicum requirements and recommendations allow our PhD students to gain some knowledge of applied theatre, and have meaningful production experiences connected to University Theatre activities.

**Comprehensive exams** (See also “Advancement to Dissertator Status,” below)

After the final semester of course-work, and after fulfilling the language and practicum requirements, all PhD students need to pass the comprehensive Prelim A Exam to be advanced to Dissertator status. A portfolio of three research papers (discussed at length below) must be submitted to the Graduate Coordinator for distribution to all Theatre Research faculty at least two weeks prior to the exam, which involves an oral defense of approximately 90-120 minutes.

The Prelim B Exam is a 1-hour oral defense of the dissertation proposal conducted by the candidate’s dissertation committee. This exam is typically taken one semester after passing the Prelim A exam, and must be taken before the end of the second semester following the Prelim A.

**The Dissertation** (See also “Dissertator Status” below)

The culminating project of the PhD degree, the dissertation is an original and substantial contribution to knowledge that establishes the student as a scholar and professional in the field of theatre studies. The PhD degree is awarded after a successful 2-hour oral defense of the work before the candidate’s dissertation committee, and final submission of the document to the Graduate School.

**PhD with Specialization in Theatre for Youth**

Qualified students may pursue a PhD degree in Theatre for Youth. In addition to developing special interests in K-12 theatre and drama education and production, students
are expected to develop a thorough background in traditional theatre (i.e. world drama, history, criticism, and production) and are encouraged to take relevant courses in other departments such as Curriculum and Instruction, Sociology, Psychology, and English.

PhD students in Theatre for Youth are advised by the Director of the Theatre for Youth Program, and take the TFY courses offered by the department in the course of their studies. They will gear their dissertation to any aspect of the field of Theatre for Youth in consultation with their advisor. In addition, at least one of their three Prelim A papers should discuss an aspect of theatre and drama for youth.

When funding allows, doctoral students who specialize in Theatre for Youth are given priority for teaching assistantships for T&D/C&I 362, Drama in Education.

**PhD Program Advising and Timeline**

The PhD degree may be completed in four years if the student already holds a Master's degree, with the final year-and-a-half devoted to the PhD dissertation; however, the usual time-to-degree is about five years. The number of MA credits transferred, the time taken to complete the language requirements, and other such factors will affect this timeline.

**PhD Program: 1st Year**

During Welcome Week of the Fall semester, all students receive the Theatre and Drama MA and PhD Handbook which contains current policies about program requirements and progress. Students enroll in TD 700 (unless already taken for the MA) and are advised by the Program Head to take as many Theatre Research classes as is feasible during the first year. Incoming students are encouraged to look at the online timetable and have a proposed schedule of classes in mind before meeting with the GL. Students holding Teaching Assistantships may wish to register for only three courses, while non-TAs (including Fellowship students) may take four courses per semester.

All new PhD students should meet with the GL early during the fall semester to discuss transfer credits. For MA students continuing into the PhD, 24 credits may be transferred; for new PhD students, up to 18 credits are allowed.

New students have the opportunity to become acquainted with all Theatre Research faculty on staff through courses, and the annual First-Year Student Spring Colloquium scheduled in February every year. In this forum, faculty members present an overview of their areas of expertise and current research, and are available to answer questions; it also offers a good opportunity for students to share their research interests with faculty. First-year students must also meet with the Program Head before the summer break to discuss Fall courses.

All first year PhD students are assessed formally at the end of the spring semester, and receive a written progress report in May.
PhD Program: 2\textsuperscript{nd} Year

Students continue taking mainly Theatre Research courses, but are also advised to begin fulfilling other requirements: practicum courses, courses for the Minor, courses relating to their areas of interest taught in other departments, language courses (if necessary), and so on. Students must select an advisor by the end of their third semester on campus, and meet with him/her to discuss the process of writing and revising portfolio papers for the Prelim A exam. All portfolio papers must be written during the period of course-work for the PhD program.

Second-year students are assessed formally in late spring by all members of the Theatre Research faculty, with substantial input from the advisor. The second-year assessment letter from the Program Head is based on written comments from the advisor and the research area as a whole, and documents that the student is either (1) proceeding as expected; or (2) deficient in some areas (research skills, writing, conceptualization, etc.); or (3) not making expected progress and likely to be placed on probation. All students must schedule a meeting with their advisor after receiving the letter and before the end of the spring semester.

PhD Program: 3\textsuperscript{rd} Year

During the third year advising will focus on completing requirements on the basis of the PhD checklist. Special attention will be given to language requirements, seminars, practicum courses, production experiences (if applicable), the PhD Minor, the area of specialization, and Prelim A portfolio papers. Once requirements are completed, students may petition the Program Head for permission to take the Prelim A Exam during Finals Week or the next available Welcome Week. During the intervening time students work on revisions to the portfolio papers, and may receive up to 3 credits for doing so by enrolling in TD 698: Directed Study.

Choosing a PhD Advisor

The Graduate School requires every graduate student to have an academic advisor. The advisor is the primary contact person within the department, and the faculty member who will guide a student most closely through his/her degree program.

The Program Head serves as the advisor for PhD students during the first year, and if necessary, the first semester of the second year. Students meet with the GL to plan the Fall course schedule, review the PhD checklist and transfer credits, and discuss possibilities for a permanent advisor. Courses taken with Theatre Research faculty during the first year, and the First-Year Student Spring Colloquium are intended to facilitate this process.

The choice of an advisor is an important one, and students should reflect on the best fit with their own scholarly pursuits. They are encouraged to decide on a permanent advisor by the beginning of the Fall semester of their second year, and are required to do so by the end of that semester. After a student has chosen an advisor, he/she should write a memo to that faculty member confirming the agreement, with copies to the Program Head and the Graduate Coordinator (this second copy will be added to their permanent file). Students who graduated from the MA to the PhD program within the department may change their advisor for doctoral work. Students who wish to change their advisor after the Prelim A exam may also do so after appropriate consultation with the current and future advisors. If a change of advisor becomes necessary after the Prelim B exam, or after the dissertation is already in progress, the student must seek the written consent of the current advisor before formalizing the change within the department and with the Graduate School.
The Program Head and the Graduate Coordinator continue to serve as the links between the Graduate School and graduate students, working closely with each student's advisor on such issues as fellowship competitions, graduation requirements, transfer credits, residency requirements, and the language requirement. However, students are responsible for making sure they are on track, meeting deadlines, and filling out appropriate applications. They must take the initiative to get through the program administratively by staying informed about both Graduate School and departmental requirements. PhD students should go over their PhD checklist regularly with their advisors.

As mentioned above, the Theatre Research area reviews graduate student progress during the Spring semester each year, and both 1st and 2nd-year PhD students receive a letter of assessment. If progress is unsatisfactory, the student must meet with the advisor to discuss the areas of concern, and to decide on strategies for improving performance.

**Advancement to Dissertator Status**

**The Preliminary A Exam**

Upon the completion of coursework and the language and practicum requirements, all PhD students petition the Program Head for permission to take the comprehensive Prelim A Exam, which advances them to Dissertator status. For this exam students prepare a portfolio of three research papers in the areas of theatre and performance theory, theatre history, and the critical analysis/interpretation of dramatic literature. Portfolio papers must be written and revised during doctoral course-work, and must be based on work done in advanced graduate courses (500-level and above) that have been taught by Theatre and Drama faculty, or by faculty formally affiliated with the Department of Theatre and Drama. They should be works of substantial scholarship dealing respectively with topics in theatre theory, theatre history, and dramatic literature. Each paper must demonstrate the candidate's ability to define a viable area of inquiry, use appropriate research methods and materials, and present a clear and cogent scholarly argument. Papers must also conform fully to acceptable professional standards of research writing and documentation. They should be 20-25 double-spaced pages (6000-7500 words) in length, excluding the endnotes and bibliography, and must be submitted to the Graduate Coordinator for distribution to all Theatre Research faculty two weeks prior to the exam. Papers that are less than 6000 or more than 7500 words in length are not acceptable.

The Prelim A is an approximately 90-120 minute oral exam conducted by all Theatre Research faculty on staff. It is usually scheduled during Welcome Week of the semester following the completion of course work and language requirements for the doctoral degree, and formally admits a student to PhD Dissertator status.

**The Prelim A Portfolio: Expectations and Guidelines**

Preparation of the Prelim A portfolio is an essential and important part of a student's progress towards the PhD degree. While deciding on a plan of study in consultation with the Program Head and/or their advisor, students should identify the courses in which they are likely to develop potential Prelim A papers, and inform the course instructors of their decision early in the semester. Each instructor will provide appropriate guidance and feedback during
the semester that the student can use to develop a successful portfolio paper, and have an additional meeting with the student early during the next semester for a fuller discussion of revision strategies. The advisor may also provide general guidance on the selection of papers at the beginning of the revision process. However, Theatre Research faculty do not read or comment on papers while they are being revised for inclusion in the portfolio, and the responsibility for creating and developing the final portfolio rests with the student.

Portfolio papers should be distinguished carefully from term papers submitted as final projects in graduate-level courses. While a final paper may be satisfactory and even evaluated as excellent in the context of a specific class, the student must plan the changes that will develop it into an acceptable portfolio paper. Revisions, therefore, are conducted outside the regular course of advising, and become the sole responsibility of the student. Portfolio papers do not need to identify the original courses for which they were written. PhD students in the Theatre for Youth program should submit at least one portfolio paper (history, theory, or dramatic criticism) dealing with an aspect of Theatre for Youth, ideally one written for a class in TFY (500-level or above).

In their final semester of course-work, students may enroll in TD 698 (Directed Study) for 1-3 credits, and use that time for revising the portfolio papers; they are also encouraged to take advantage of study circles, support groups, the University Writing Center, and other resources on campus. Portfolio papers cannot be written during the semester of the Prelim A Exam. Students who write a portfolio paper in their last semester of course work should schedule their Prelim A during Welcome Week of the Fall or Spring semesters (August or January). The lead advisor is the administrative faculty of record for the course, but students complete revisions on their own.

Revisions may include, but are not limited to, expanding upon the topic, responding to faculty comments received during the class for which the paper was written, deepening the research by consulting additional sources, and refining the methodology. A student may add substantially to an earlier shorter paper (one which is less than 6000 words) in order to submit it as a portfolio paper. An exemplary Prelim A paper is one that is potentially publishable in a scholarly theatre journal.

Descriptions of Portfolio Papers

*Theatre History* portfolio papers analyze performance elements, events, texts, trends, and traditions in the context of their own, particular historical moments. They are informed interpretations of the theatrical past that focus on performances, productions, and the institutions of performance and production. Many methods are acceptable, from empirical studies to revisionist readings. Papers might focus on such subjects as individuals or groups involved in the performance (actors, directors, designers, producers, audiences); techniques of directing, acting, or design; the economics of theatre production; performance histories; or government regulations. They might take on such matters as the cultural or ideological traditions on which a performance was built, the material conditions of the performance event, the socio-political contexts of the performance, or the implications for future theatrical practice of performance during a particular historical period. A theatre history paper does not always require the writer to perform original archival work, but it must be informed by historical documentation, demonstrating a thorough understanding of the historical contexts of the subject.
Dramatic Literature portfolio papers focus substantially on plays as verbal constructs emerging from particular aesthetic, cultural, political, and theatrical conditions. The focus is typically on an interconnected cluster of texts which may well belong to different times, cultures or styles; dealing with a single play is much less common. At the heart of the literature paper are textual analysis and interpretation that go beyond a “close reading” of works, dealing in historically and contextually informed ways with questions of form, mode, genre, style, influence, language, characterization, meaning, and affect. Papers might also take up a widely-held reading, context, or perspective and then discuss how plays in production may challenge and/or validate the dominant ideology. While the paper must offer an original thesis, it must also engage the extant criticism on its subject.

Theatre and Performance Theory portfolio papers must hinge on theory--texts that posit a philosophy, paradigm, or insight for performance. This may be theatre theory per se, such as writings on the theatre by Bertolt Brecht, Gertrude Stein, or Zeami; theory may also mean works of critical and cultural theory from other disciplines, such as literary studies, anthropology, gender studies, sociology, or linguistics. Successful papers may “do theory” by developing new conceptual arguments; others may “use theory” to advance a critical argument about theatre or performance in light of existing theories, ideally engaging with those theories to reinterpret or recombine them. The formulaic application of theoretical structures to simple dramatic examples is not appropriate for a portfolio theory paper. Rather, portfolio theory papers build arguments using high-level concepts in a manner both clear and sophisticated.

The Prelim A Exam Defense

A student approaching the end of course-work for the PhD should petition the Program Head to schedule the Prelim A exam, and be admitted to Dissertator status after the successful completion of the exam. At this time the student must also specify the titles and topics of the three portfolio papers, and identify how they respectively cover the areas of theatre and performance theory, theatre history, and dramatic literature. Correspondingly, the student’s advisor must confirm to the Theatre Research area in writing that the selection conforms to the course-work guidelines laid out in the handbook. The Prelim A Exam is normally scheduled either at the beginning of the semester, during Welcome Week, or at the end of the semester, during Study and Exam Week. Papers must be submitted to the Graduate Coordinator for circulation to the entire Theatre Research faculty at least two weeks prior to the exam date.

At the beginning of the exam the student has an opportunity to contextualize and comment briefly on the selection of papers in whatever way he/she considers appropriate (7-10 minutes). In conducting the exam, the Theatre Research faculty consider the portfolio as a measure both of the student’s research accomplishments at the end of the period of course-work, and his/her preparedness to undertake advanced research in the fields of drama and theatre and to revise work according to accepted scholarly standards. The student is evaluated on both the revised portfolio papers and the oral defense. The oral exam lasts approximately 90 minutes, followed by faculty deliberations and, if necessary, an advisory meeting with the student (which may take an additional 15-30 minutes).

A student whose portfolio is satisfactory and who passes the oral Prelim A exam will advance immediately to Dissertator status and begin writing the dissertation proposal. A student whose portfolio is unsatisfactory and/or who does not pass the oral defense will have
an advisory meeting with Theatre Research faculty immediately following the defense, during which faculty members will provide specific feedback and suggestions for further revision. The student will have the opportunity to revise and resubmit one or more papers later in the semester or at the beginning of the next semester. When the papers are resubmitted, another defense will be scheduled. A student who does not pass the Prelim A exam on the second attempt has to discontinue the PhD program.

**Dissertator Status**

Dissertator (or “ABD”) status is achieved when a student has completed all requirements on the PhD checklist--course work, the language requirement, the practicum requirements, and the outside Minor requirements--and has passed the Prelim A exam. Dissertator status comes with a raise in pay for those students who have an assistantship, or a lower dissertation tuition rate. These benefits take effect in the semester immediately following the fulfillment of all requirements. If the exam is taken during Welcome Week of the Fall or Spring semester and a student is granted Dissertator status, the benefits take effect immediately. Dissertators register for a maximum of three credits each semester, usually for TD 990: Thesis/Dissertation Research. A Dissertator registered for three credits of graduate-level coursework is considered a full-time student, although in some Departments a student must take 6 credits to hold a TA appointment.

**The Dissertation Committee**

The Dissertation Committee consists of the Dissertation Advisor and at least four other current graduate faculty members from the University of Wisconsin-Madison, who hold the rank of Assistant, Associate, or Full Professor. At least two members (in addition to the Advisor) must be from the Department of Theatre and Drama, and at least one member must be from another department. With the approval of the Theatre and Drama Executive Committee, one Academic Staff member may also serve on a dissertation committee. The Committee is formed by the Dissertator in consultation with the advisor, and he/she is responsible for obtaining written agreement from the committee members to serve on the dissertation committee.

**Preliminary B Exam**

Once the Prelim A exam is completed and a student has obtained Dissertator status, he or she begins writing a dissertation proposal. Dissertators work closely with their advisors to plan a mutually feasible schedule for writing and defending the dissertation proposal. This defense should take place no later than 6 months after passing the Prelim A Exam (excluding the summer and winter breaks). Students must circulate the proposal to their dissertation committee at least two weeks before the scheduled Prelim B exam, and defend it in a 1-hour oral exam. The Prelim B Exam is typically scheduled during Finals Week of the semester in which the student has achieved Dissertator status, or during Welcome Week of the next semester.

**The Dissertation Proposal**

The dissertation proposal is prepared under the guidance of the student’s dissertation advisor. The proposal may vary from 20-25 pages depending on the candidate’s topic, and
should be accompanied by a substantial bibliography of 3-5 pages and a one-page abstract that summarizes the project. The proposal should be a focused and coherent document that clearly identifies and conceptualizes the subject of the dissertation, its relation to existing scholarship, its principal research methodology, and its contribution to the scholarly field. It should also include at least a brief outline and description of the various chapters. The bibliography need not be exhaustive, but must demonstrate that the student is familiar with the seminal primary and secondary sources relevant to the topic.

The Prelim B Exam Defense

The proposal defense most often takes the form of a conversation during which the candidate introduces and contextualizes the proposal, followed by comments and questions from the committee. The purpose is to assist the candidate in defining and refining his or her dissertation project. The committee may help the candidate identify relevant textual and contextual materials for the study, ask for clarifications of methodology and conceptual framework, and discuss the scope and breadth of the study.

The dissertation proposal may be approved at the Prelim B Exam with no revisions, or with suggestions for revision that are provided to the candidate in writing. It may also be rejected in its existing form, with recommendations for substantial revision. If the proposal is accepted with no revisions, it will be added to the student's personnel file and the PhD checklist will be signed. If the proposal is accepted with revisions, the revisions should be completed within three months of the B Exam, and should be reviewed either by the Dissertation Advisor or by the full committee before the proposal is filed and recorded and the checklist is signed. If the proposal is rejected, a new Prelim B will be scheduled within a period of time to be decided by the committee. Prelim B exams cannot be taken more than twice.

Once the Dissertator has passed the Prelim B, he or she begins writing the dissertation under the guidance of the Dissertation Advisor and with varying degrees of input from the entire committee. The dissertation committee's endorsement of the proposal indicates the committee members' willingness to work with the dissertator on that project. Although the project is likely to change in the process of research and writing, it should bear a clear, recognizable relationship to the accepted proposal. If the committee changes, new members should receive an accepted proposal and must agree in writing that they are willing to work with the Dissertator on the dissertation. If the dissertation changes to the extent that it has no recognizable connection to the accepted proposal, a new proposal must be submitted to the dissertation committee, and may result in a second Prelim B defense.
Dissertation Completion Guidelines

The Dissertation Defense

The dissertation defense must be scheduled during or before Finals Week of a semester in which the student is enrolled as a Dissertator. Dissertators should notify the Program Head and the Graduate Coordinator of their intention to defend at least one month in advance so that the necessary paperwork can be prepared. Students must submit their dissertation to committee members at least three weeks before the defense date. The student is responsible for providing a hard copy of the dissertation to any committee member who requests it.

The defense usually lasts about two hours. It assesses the dissertation with regard to its completeness, coherence, and contribution to the field. The dissertation may be accepted without revisions, accepted with minor revisions, accepted with major revisions, or rejected altogether. Most dissertations are accepted with either minor or major revisions. If committee members recommend that the dissertation can be deposited with minor or no substantial revisions, they will sign the "PhD Warrant" and the "Committee Page" form. Revisions have to be completed before the dissertation can be deposited. In the rare instance that a dissertation is rejected, a new defense will need to be scheduled within a time period stipulated by the committee.

In exceptional cases (such as when a student accepts employment away from the University), the dissertation defense may be held as an "in progress" defense if approximately three-fourths of the dissertation is complete and if the Advisor approves. The idea of an "in progress" defense is based on the assumption that significant work will be done to revise the material that has been discussed, and also that the remaining work will be shaped by the discussion at the defense. A student must request permission from the Advisor to schedule an “in progress” defense, and the Advisor makes a decision in consultation with the dissertation committee.

Depositing the Dissertation

All dissertations that have successfully been defended must be deposited with the university. Before the dissertation can be deposited with the Graduate School, the student needs to arrange with the Graduate Coordinator to obtain the necessary forms: the "PhD Warrant" and the "Committee Page." These pages are usually, but not always, signed by the committee members at the oral dissertation defense. The signed documents stay on file with the Graduate Coordinator until the Dissertation Advisor clears the dissertation for deposit and signs the forms, as well as the formal Dissertation Abstract. The Graduate School’s rules and guidelines regarding deadlines, defending, and depositing your dissertation can be found at the following link:

http://www.grad.wisc.edu/education/completedegree/pguide.html
**Degree Deadline**

The Graduate School requires Dissertators to complete the dissertation within five (5) years of having reached Dissertator status, and to complete and deposit the dissertation within one (1) year of the oral Dissertation Defense.

It may be possible to get an extension on the five-year rule for completion of the dissertation. Petitions for an extension need to be made to the Graduate School and are subject to current policies. Please consult with the Graduate Coordinator and the Program Head for further information.
M.A. Checklist
Name __________________________________________________________

Date Entered Graduate work at UW ________________________________

TA/PA/RA from Dept.  Position  Date
__________________________________________  ____

Coursework
Courses:  Number  Date  Title
30 Credits Total;  700  _____  Intro to Research in Theatre
(24 min. in Theatre,  _____  _____  _____________________________
Incl. 5-8 thesis credits)

990  _____  Thesis (number of credits = ___)
990  _____  Thesis (number of credits = ___)

Production Requirement
Function/Show ___________________________________________ Date _________

MA Thesis
Title __________________________________________________________
Advisor _______________________________________________________
Committee ____________________________________________________
_____________________________________________________________

Final Oral Examination on Thesis
Date of Defense ___________________________
Date of Completion ______________________
PhD Checklist

Name _____________________________________________________________

Date entered graduate work at UW ______________________________________

Date entered PhD program at UW _______________________________________

TA/PA/RA from Dept. Position Date

I. Completion of Coursework ___________________ Date____________________

II. Verification from outside minor dept. _______________________________________________________

III. Language Requirement Exam or Course Title ______________________________
     Date passed _____________________________________

IV. Production Requirement Production Function

     ________________________________________________________________

     ________________________________________________________________

V. Preliminary Examination A __________________ Date of Completion

VI. Preliminary Examination B __________________ Date of Completion________

     Dissertation Title ______________________________________________________

     ________________________________________________________________

     Dissertation Advisor ________________________________________________

     Dissertation Committee
     (Name/Dept.) __________________________________________________________
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VII. Final Oral Examination on Dissertation

     Date of Defense _____________________________ In Progress/Final

     Date of Completion___________________________________________________
PhD Course Checklist

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During PhD study, students must take 3 seminars (S). Also, 2 Literature (L), 2 History (H), and 2 Theory (T) courses, 500-level and above, are required (no more than 2 of these outside Theatre & Drama with approval of advisor). Seminars can also count toward the required literature, history, and theory courses.
Useful On-Line Resources for
UW-Madison Theatre and Drama MA/PhD Students

University Websites

The Graduate School at UW-Madison website: http://www.grad.wisc.edu/
*Check the Graduate School site regularly for information such as Graduate School Minimum Requirements, financial aid and fellowship opportunities, conduct and grievance procedures, etc.
Offices of the Dean of Students Website: http://students.wisc.edu/students/students.htm
The Grad. Student Life Website: www.grad.wisc.edu/education/gradstdntlife/index.html
The Registrar’s Office Website: www.registrar.wisc.edu
The Department of Theatre and Drama website: www.theatre.wisc.edu
The University Theatre Website: www.utmadison.com
The University Library: www.library.wisc.edu
The Writing Center: www.wisc.edu/writing
Theatre and Drama Graduate Student Organization: http://tdgso.terapad.com/
Teaching Assistants Association of UW-Madison: http://www.taa-madison.org/
UW Student Employment Opportunities: http://www.wisc.edu/studentLife/employment.php
Payroll Service and Benefits Services: http://www.bussvc.wisc.edu/ecbs/

Professional Websites

The American Society for Theatre Research: http://www.astr.org/
Association for Theatre in Higher Education: http://www.athe.org/
The American Alliance for Theatre Education: http://www.aate.com/
Performance Studies International: http://www.psi-web.org/
The Modern Language Association: http://www.mla.org/
The Mid America Theatre Conference: http://www.wiu.edu/mate/
**Graduate School Degree Requirements**

**GRADUATE SCHOOL MINIMUM DEGREE REQUIREMENTS**

To make progress toward a graduate degree, students must meet the Graduate School requirements in addition to the requirements of the department or program. See department or program Criteria for Satisfactory Progress.

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<tr>
<th>MASTER'S DEGREES*</th>
<th>DOCTORAL DEGREES**</th>
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<td>Overall Graduate GPA</td>
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**Other Grade Requirements**

- **Yes**
  - The Graduate School requires an average grade of B or better in all course work (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

**Probation Policy**

- **Yes**
  - The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

**Specific Courses**

Determined by department

**Specific Credits**

Determined by department

**Examinations**

Determined by department

**Examinations / Time Constraints**

- **Yes / Yes**
  - Doctoral students are required to take a comprehensive preliminary examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis).
  - Doctoral students have five years from the date of passing the preliminary examination to take the final oral examination and deposit the dissertation. In some departments, if the professor(s) in charge is satisfied with the preparation, the preliminary examination may be construed as the final examination.
  - A candidate for the Ph.D. degree who fails to take the final oral examination within five years after passing the preliminary examination is required to take another preliminary examination and be admitted to candidacy a second time.
**Other Assessments / Time Constraints**

Yes / Yes
- A master's degree requires a minimum of 16 graduate credits (300 level or above, no audits or pass/fail) taken as a graduate student at UW-Madison.
- M.F.A. candidates are required to complete a minimum of 24 graduate credits (300 level or above, no audits or pass/fail) taken as a graduate student at UW-Madison.
- Master's degree students who are absent for five or more years will not be given credit for prior work.

Yes / No
- A Ph.D. degree requires 32 graduate credits (300 level or above, no audits or pass/fail) taken as a graduate student at UW-Madison.
- Deposit of the doctoral dissertation in the Graduate School is required.

**Language Requirements**

Determined by department

Determined by department

**Minor Requirements**

Yes
The Graduate School normally requires a Ph.D. minor (see department criteria). Option A requires a minimum of 10 credits in a single department/major field of study. Selection of this option requires the approval of the minor department. Option B requires a minimum of 10 credits in one or more departments and can include course work in the major department. Selection of this option requires the approval of the major department.

*Minimum course requirements for the minor include:*
- Average GPA of 3.00 on all minor course work.
- Course work must be graduate level (the equivalent of UW-Madison courses 300 level or above; no audits or pass/fail).
- Maximum 3 credits of independent study (e.g., 699, 799, 899, 999).
- Research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990).
- No more than 5 credits of course work completed more than five years prior to admission to the Ph.D.; course work taken ten years ago or more may not be used.

**Advisor**

Yes
Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. A committee often accomplishes advising for the students in the early stages of their studies. Students can be suspended from the Graduate School if they do not have an advisor.

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Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the dissertation advisor. In many cases, an advisor is assigned to incoming students. A committee often accomplishes advising for students in the early stages of their studies. Students can be suspended from the Graduate School if they do not have an advisor. See Graduate School's *Academic Guidelines* for minor course-work requirements.

**Review Policy**

To ensure they are making satisfactory progress toward a degree, students are encouraged to meet with their department advisors on a regular basis. The Graduate School regularly monitors the progress of all graduate students.

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**D.M.A., Ph.D.**