

Requirements for M.S. degree in Graduate Program in Animal Sciences or Dairy Science in the Department of Animal and Dairy Sciences

To complete the M.S. degree in the Graduate Programs of Animal Sciences or Dairy Science in the Department of Animal and Dairy Sciences at the University of Wisconsin-Madison requires successful completion of the following items. These must be completed in a timely fashion, or the student will not be allowed to continue registration. Working closely with your advisor and committee is essential for the successful completion of an M.S. Please note that minimum requirements are provided, however successful completion of the M.S. degree also requires making a research contribution to the scientific literature.

- I.** Select the Graduate Program (Animal Sciences or Dairy Science) and form an M.S. mentor Committee (by the end of 1st semester).
- II.** Meet with your M.S. Committee. Approve plan for coursework and immediate research plans (by the end of 2nd Semester)
- III.** Complete Coursework and M.S. research (documentation of completion is required before M.S. defense)
- IV.** Final Defense and Examination.

The following forms must be completed, signed, and returned to the departmental Graduate Student Coordinator at the proper times.

Be sure to keep a copy of all signed forms, warrants, etc.

I. M.S. Mentor and Examination Committee
(This form must be completed and approved by the end of the first semester.)

Name of Student:		Student ID:	
Discipline:			

Major professor and two committee members are required. Additional committee members may also be selected.

	Name	Department
Major professor:		
Committee member #1:		
Committee member #2:		

APPROVALS

	Student	Date
Signed:		
	Major Professor	Date
Approved:		
	Chair, Research and Graduate Education Committee	Date
Approved:		

Instructions

1. A minimum of three committee members is required. At least two of the committee members must be tenure-track faculty in the Department of Animal and Dairy Sciences. The other committee member can be another faculty member from within or outside of the department or other scientist, as approved by the Research and Graduate Education Committee.
2. The graduate student formally requests the participation of the faculty on the committee.
3. The student, major professor, and chair of the Research and Graduate Education Committee must approve of all members on this committee.
4. Changes to M.S. Committee must be submitted in writing to the Departmental Research and Graduate Education Committee.
5. Detailed instructions on the M.S. Thesis Committee requirement for the UW-Madison Graduate School can be found at: <https://grad.wisc.edu/documents/committees/>

Instructions for Plan of Study
(see next page for the form to be completed)

Students must meet all Graduate School and Departmental requirements.

Students should discuss planned coursework with major professor and M.S. committee.

Departmental Requirements:

1. Minimum of 30 graduate credits (semester credits, courses numbered 300 or greater) after the B.S. degree. A minimum of 15 of these graduate credits must be didactic graduate-level courses (above 500 level; formal courses or formal seminars). A minimum of 16 graduate credits, not including 990, must be taken while a graduate student at UW-Madison.

NOTE: Courses taken post-BS as a Special Student (not enrolled in a graduate program) do NOT automatically count toward a graduate degree. To use these credits toward a graduate degree, the student should obtain approval of the department and graduate school PRIOR to taking the courses.

2. Minimum 3.0 GPA (B average) in all graduate coursework taken at UW-Madison.
3. Graduate Seminar: Graduate students in the Department of Animal and Dairy Sciences are required to enroll in the Departmental Graduate Seminar (900) at least one time per academic year and receive a grade of B or better. The Animal and Dairy Science Seminar will be offered in both the Fall and Spring semesters. M.S. students are required to present at least one seminar in the Departmental Seminar during their graduate degree. **An exit seminar presenting the results of thesis research and advertised for attendance to all faculty and students in the Department of Animal and Dairy Sciences is required.**
4. Satisfactory completion and defense of a thesis based on original research.
5. Satisfactory completion of a final examination covering the defense of the thesis and discipline-specific knowledge. Passing the exam requires a majority (2 of 3) pass votes.
6. Students should be advised that the above represent minimum requirements. Most students require coursework, research and time in excess of the minimum to successfully complete the M.S. degree. In addition, M.S. committees may suggest additional courses.
7. Full-time students should register for 8-12 total credits (courses, seminars, and research) per semester, regardless of whether they have met minimum credit requirements. Part-time students should consult their advisor for appropriate credits. Students conducting research toward their degree should register for at least 1 credit of Departmental 990 during each semester when research is conducted.
8. Minimum of 15 credits from courses numbered > 700 or courses numbered 500-699 that are composed of at least 50% graduate students.
9. Teaching (or extension) practicum 799 is encouraged and counts toward the credit total in points #1 and #8.

Request for Final Examination

	Name	Signature	Date
Student			
Major Professor			

Student and major professor should complete indicated sections. Departmental Graduate Coordinator and Chair of the Research and Graduate Education Committee will verify that all departmental requirements have been met and submit the request for the Exam Warrant from the Graduate School.

GRADUATE DEPARTMENTAL SEMINAR (900 taken at least once per academic year; Present at least once during M.S. program)

List graduate seminars attended, semester grade, and title of presentation, if done.

Semester	Grade	Presentation?

Checklist of requirements (For Office Use Only). Students should use this as a guide, but leave the OK column blank for office to use.

	Requirement	OK (Office)
1.	Completion of all coursework listed on certification form.	
2.	Completion of graduate credit requirements.	
3.	Minimum GPA of 3.0	
4.	At least 3 Credits research	
5.	Graduate Seminar Requirement	

For any exceptions to requirements, attach evidence of prior approval by the Research and Graduate Education Committee.

For any unsatisfactory evaluations, attach evidence of completion to the Departmental Research and Graduate Education Committee.

APPROVED

	Chair, Research and Graduate Education Committee	Date
Approved:		