

## **M.S. Requirements Department of Animal and Dairy Sciences**

### **M.S. Requirements in Animal Sciences or Dairy Science in the Department of Animal and Dairy Sciences**

To complete the M.S. degree in 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. Each item must be completed in a timely fashion as noted, or the student will not be allowed to register until the forms are completed and turned in to the Graduate Program Manager. Working closely with your advisor and committee is essential for the successful completion of a M.S. degree. Please note that minimum requirements are provided, however successful completion of the M.S. in research degree also requires making a research contribution to the scientific literature.

- I.** Select graduate program (Animal Sciences or Dairy Science) and form a M.S. Mentor and Examination Committee (by the end of 1st semester). Submit completed corresponding form to Graduate Program Manager.
- II.** Meet with M.S. Mentor Committee to approve Plan of Study (by the end of 2nd Semester). Submit completed corresponding form to Graduate Program Manager. Regular meetings with M.S. Mentor Committee are expected.
- III.** Complete coursework and M.S. research if applicable examination (documentation of completion is required before defense). Submit completed corresponding forms to Graduate Program Manager requesting final examination.
  - a. Successfully complete your Final Defense and Examination.

**The following forms must be completed, signed, and returned to the departmental Graduate Program Manager at the designated times.**

**Students should keep a copy of all signed forms, warrants, etc.**

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

<b>Name of Student:</b>		<b>Student ID:</b>	
<b>Discipline:</b>			

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

	<b>Name:</b>	<b>Department:</b>
<b>Major professor:</b>		
<b>Committee member #1:</b>		
<b>Committee member #2:</b>		
<b>Committee member #3:</b> (Optional)		

**APPROVALS:**

	<b>Signature:</b>	<b>Date:</b>
<b>Student:</b>		
<b>Major Professor:</b>		
<b>Chair, Graduate Committee:</b>		

**Instructions**

1. The graduate student formally requests the participation of the faculty on the committee.
2. The committee must have at least three members (including major professor).
3. Two of the committee members must be graduate faculty in the Department of Animal and Dairy Sciences.
4. The third member and any additional members may be from the following categories, as approved by the Research and Graduate Education Committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified.
5. All committee members have voting rights. To receive a master's degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.
6. The student, major professor, and chair of the Research and Graduate Education Committee must approve all members on this committee.
7. Changes to M.S. Mentor Committee must be submitted in writing to the Departmental Research and Graduate Education Committee.
8. Detailed information regarding the M.S. Committee requirement for the UW-Madison Graduate School: <https://grad.wisc.edu/documents/committees/>.

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

Students must meet all Graduate School and Departmental requirements and should discuss planned coursework with major professor and M.S. Mentor Committee.

#### Departmental Requirements:

1. Minimum of 30 graduate credits (semester credits, courses numbered 300 or greater) after the B.S. degree. A minimum of 16 of these graduate credits, not including 990, must be taken while a graduate student at UW-Madison (minimum Graduate Residence Credit Requirement).  
**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. At least 50% of the graduate work (15 credits) must be didactic graduate-level courses (formal classes or formal seminars) designed for graduate work. In other words, courses numbered >700 or courses numbered 500-699 that are composed of at least 50% graduate students or courses that assess graduate students separately from undergraduates.
3. Minimum 3.0 Cumulative GPA (B average) in all graduate coursework taken at UW-Madison.
4. Graduate Seminar: graduate students 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 Sciences Seminar will be offered in the Fall and Spring semesters. M.S. students are required to present at least one seminar in the Departmental Seminar during their M.S. program. **An exit seminar presenting the results of thesis research or literature review is required to be advertised for attendance to all faculty and students in the Department of Animal and Dairy Sciences.**
5. Satisfactory completion of a thesis based on original research (research track) or literature review (coursework track).
6. Satisfactory completion of a final examination covering the defense of the thesis/literature review and discipline-specific knowledge. Passing the exam requires a majority (2 of 3) pass votes.
7. The above items 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.
8. Full-time students should register for 8-12 total credits (courses, seminars, and research) each spring and fall semester and 2-12 total credits during summer semester if they are a Research Assistant. Part-time students should consult their advisor for appropriate credits. Students conducting research toward their degree should register for at least 1 credit of 990 during each semester when research is conducted.
9. Teaching (or extension) practicum 799 is encouraged and counts toward the credit total in points #1.

II. Plan of Study

(This form must be completed and approved by the end of the second semester.)

<b>Student:</b>		<b>Student ID:</b>	
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**LIST PROPOSED GRADUATE COURSES.** Minimum 30 total credits, at least 16 credits at UW-Madison, and at least 15 credits didactic course (formal classes or formal seminars).

<b>Course:</b>	<b>Description:</b>	<b>Credits:</b>	<b>Institution:</b>	<b>Semester:</b>

**APPROVALS:**

	<b>Signature:</b>	<b>Date:</b>
<b>Student:</b>		
<b>Major Professor:</b>		
<b>Committee Member 1:</b>		
<b>Committee Member 2:</b>		
<b>Committee Member 3:</b> (Optional)		
<b>Chair, Graduate Committee:</b>		

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**III. Request for Final Examination**

	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Student:</b>			
<b>Major Professor:</b>			

Student and major professor should complete indicated sections. The signed form should be sent to the Graduate Program Manager who will work with Graduate Committee Chair to verify that all departmental requirements have been met. Once this completed form and the completed [MS Warrant Request form](#) have been submitted to the Graduate Program Manager, the Graduate Program Manager will submit the request for a final exam warrant to the Graduate School. These completed forms should be submitted at least 4 weeks before the exam.

**GRADUATE DEPARTMENTAL SEMINAR** (900 should be taken at least once per academic year; students should present during seminar at least once during M.S. program). **List graduate seminars attended, semester grade, and title of presentation, if applicable.**

<b>Semester:</b>	<b>Grade:</b>	<b>Date and Title of Completed Presentation:</b>

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

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

For exceptions to requirements, attach evidence of prior approval by the Research and Graduate Education Committee. For unsatisfactory evaluations, attach evidence of completion to the Departmental Research and Graduate Education Committee.

**APPROVED:**

	<b>Signature:</b>	<b>Date:</b>
<b>Chair, Graduate Committee:</b>		