

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

### **M.S. Requirements in Animal and Dairy Science**

To complete the M.S. degree in 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 into the Graduate Program Manager. Working closely with your major professor/advisor (PI) and committee is essential for the successful completion of the degree. Please note that **minimum requirements** are provided, however, successful completion of the M.S. degree requires making a research contribution to the scientific literature.

- I.** Form a M.S. Mentor and Examination Committee. Submit completed corresponding form to Graduate Program Manager **by the end of 1st semester**.
- II.** Meet with M.S. Mentor and Examination Committee to approve Plan of Study. Submit completed corresponding form to Graduate Program Manager **by end of 2nd semester**.
  - a. Regular meetings with the M.S. Mentor and Examination Committee are expected, at least annually.
  - b. Complete coursework and M.S. research by the 4<sup>th</sup> semester.
  - c. If changes are needed to the Plan of Study, the student must complete, receive approval, and file a new Plan of Study form with the Graduate Program Manager.
  - d. Satisfactory completion, as determined by the M.S. Mentor and Examination Committee, of a thesis based on original research.
- III.** Successfully pass the Final Defense and Examination (**usually completed in the 4th semester**). Work with M.S. Mentor and Examination Committee to schedule the final examination. Submit completed corresponding forms to Graduate Program Manager requesting final examination **at least 4 weeks prior to the examination**.
  - a. Satisfactory completion, as determined by the M.S. Mentor and Examination Committee, of a final examination covering the defense of the thesis and discipline-specific knowledge. Passing the examination requires no more than 1 dissenting vote.

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

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

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

### I. M.S. Mentor and Examination Committee

(Must be completed, approved, and filed by the end of the first semester)

<b>Student Name</b> (printed)		<b>Student ID</b>	
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**PI and two committee members are required. An additional committee member is optional.**

	<b>Name</b> (printed)	<b>Department</b>
<b>PI</b>		
<b>Committee member</b>		
<b>Committee member</b>		
<b>Committee member</b> (Optional)		

<b>List email address and job title for Committee Member(s) outside of UW</b>	
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### APPROVALS

	<b>Signature</b>	<b>Date</b>
<b>Student</b>		
<b>PI</b>		
<b>Director of Graduate Studies</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 PI).
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 Director of Graduate Studies: 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, PI, and Director of Graduate Studies must approve all members on this committee.
7. Changes to M.S. Mentor and Examination Committee must be submitted to the Graduate Program Manager using an updated M.S. Mentor and Examination Committee form.
8. You can view detailed information regarding the [M.S. and Mentor Examination Committee requirement](#) for the UW-Madison Graduate School.

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

### Instructions for Plan of Study (see next page to complete form)

Students must develop coursework plan with their PI and M.S. Mentor and Examination Committee before the end of their **second semester**. The below requirements represent **minimum credit requirements** for completing the Animal and Dairy Sciences M.S. degree. Most students require coursework, research and time beyond the minimum to successfully complete the M.S. degree. Additionally, M.S. committees may suggest additional courses beyond the minimum.

#### Departmental Requirements:

1. Minimum of 30 graduate credits (courses numbered 300 or greater) after the B.S. degree. A minimum of 16 of these graduate credits must be taken while a graduate student at UW-Madison ([minimum Graduate Residence Credit Requirement](#)).
  - a. **NOTE:** Courses taken post-BS as a “Special Student” 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 credits (15 credits) must be in [didactic graduate-level](#) courses designed and designated specifically for graduate work. In other words, courses numbered >700 **or** courses numbered 300-699 with the G50% attribute. Graduate level coursework is identified with an attribute of “G50%” in the [Course Guide](#) description and [Course Search](#) under course attributes.
3. Graduate Seminar (900): Students are required to enroll and present in 900 once during their M.S. program and receive a grade of B or better. **This exit seminar including the results of thesis research is required to be advertised for attendance to all faculty and students in the Department of Animal and Dairy Sciences.**
  - a. **NOTE:** 900 is offered in the Fall and Spring semesters. Students must attend the Seminar (900) every semester, even when not enrolled.
4. Research: Students are required to complete at least 3 credits of 990. Students conducting research toward their degree should register for at least 1 credit of 990 during each semester when research is conducted.
  - a. **NOTE:** Full-time students should register for 8-12 credits (courses, seminars, and research) each spring and fall semester. Students on a Research Assistantship are required to enroll in at least 2 credits during summer semester. Part-time students should consult their PI for appropriate credits.
5. Practicum: Teaching Practicum (799) or Extension Practicum (399) are encouraged. These credits count towards point 1 and point 2 above.
6. Minimum 3.0 Cumulative GPA (B average) in all graduate coursework taken at UW-Madison.

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## II. Plan of Study

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

<b>Student Name</b> (printed)		<b>Student ID</b>	
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**LIST PROPOSED GRADUATE COURSES.** Minimum of 30 credits, 16 credits at UW-Madison, and 15 credits in didactic courses (courses numbered >700 **or** courses numbered 300-699 with the G50% attribute). Research (990) should only be listed under “Required” section with “varies” in the semester/year column.

Subj. and Course #	Course Title	Credits	Institution	Sem/Year
<b>Required</b>	<b>Course Title</b>	<b>Credits</b>	<b>Institution</b>	<b>Sem/Year</b>
ADS 990	Animal and Dairy Sciences Research	3+	UW-Madison	Varies
ADS 900	ADS Departmental Seminar	1	UW-Madison	Varies

## APPROVALS

APPENDICES		
	Signature	Date
Student		
PI		
Committee Member		
Committee Member		
Committee Member (Optional)		
Director of Graduate Studies		

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

### III. Request for Final Examination

	Name (printed)	Signature	Date	Use preferred name (as listed in MyUW) instead of legal name on warrant
<b>Student</b>				
<b>PI</b>				

The student and PI must sign above. The student must send this completed form to the Graduate Program Manager **at least 4 weeks before the examination**. The Graduate Program Manager will work with the Director of Graduate Studies to verify that all requirements have been met. Once the requirements have been verified, the Graduate Program Manager will submit the request for the warrant to the Graduate School.

<b>Proposed Thesis Title</b> (to list on warrant request)			
<b>Date of Examination</b>		<b>Student will continue for PhD in ADS</b> (Y/N/Undecided)	

**DEPARTMENTAL GRADUATE SEMINAR (900)** Students must enroll and present in 900 once during their M.S. program. **List the seminar information including the semester, grade, and title of presentation.**

Semester/Year	Grade	Date and Title of Presentation

**Checklist of requirements (for office use only).** Students should use this as a guide but leave the OK column blank.

Requirements	OK (office use only)
Completion of all coursework approved on Plan of Study form	
Minimum GPA of 3.0	

**NOTE:** For exceptions to requirements, attach evidence of prior approval by the Director of Graduate Studies. For unsatisfactory evaluations, attach evidence of completion.

#### APPROVAL

	Signature	Date
<b>Director of Graduate Studies</b>		