

Joint MS Major Declaration Procedures

1. Students enrolled at UW-Madison in another department and wish to add an additional program of study, must complete at least one semester of classes first.
2. Students must prepare a proposal, which should include all of the following:
 - a. Reasons for seeking a joint degree, rather than following the traditional program/minor curriculum (for doctoral programs that require a minor) or double degrees curriculum (for master's).
 - b. Coursework necessary to satisfy each program's requirements; two separate course lists required.
 - c. The required content of each program's portion of the degree requirements in the proposal (for example, preliminary exam arrangements for the doctoral degree or a joint thesis required for the master's degree, etc.).
 - d. Have an advisor from each program and both advisors must be informed of each other.
3. The student should then contact Elena Hsu (elena.hsu@wisc.edu) to schedule an appointment with her to review the draft document and to give initial approval. Revisions and re-submissions may be required.
4. Once initial approval of proposal is granted from Elena, the student needs to secure signatures from both department chairs and both advisors.
5. Once signed, the student needs to submit a copy of the signed proposal and the [Add/Change/Discontinue Program Form](#) to Elena Hsu in the graduate school and another copy to the Graduate Program Manager, Caitlin Collies.
6. Elena will forward the proposal to the Graduate School Dean who will make a final determination on the proposal. Elena will notify the department and the student as to whether the proposal has been accepted and a joint degree will be awarded.

To receive a joint degree, students must:

- Be admitted to both programs, with approval of their proposal from both programs;
- Complete the degree requirements in each program as outlined in the proposal;
- Fulfill the Graduate School's minimum graduate residence, degree, and coursework (50%) credit requirements.
- Be recommended for the degree by the faculty co-chairs/advisors from each program and the program director from each program, approval signatures required.

Once a joint degree proposal has been reviewed and approved, any and all changes must be submitted to the Graduate School for further review. For further details about joint degrees, contact the Graduate School Office of Admissions and Academic Services.

Joint degree general information:

- 1 degree, 1 diploma
- 2 graduate majors
- 2 advisors, 1 committee
- 1 thesis or dissertation
- Joint prelim, if both major programs agree, or 2 prelims (PhD)
- 1 warrant request, 1 warrant
- Must submit proposal to GS before beginning of second year. Need signatures of both advisors and both program directors, and Graduate School approval.

[Joint Degree/Dual Degree Comparison](#)

Please note that if you complete a joint MS your diploma will only list your first program area of study. The transcript however will list both programs.

Some common programs that are paired with Agroecology include: Entomology, Soil Science, and Agronomy. Others are possible as well.

Proposal Tips

Your justification/rationalization should include how it's going to make you more "marketable" employment-wise by having credentialing from both programs. Maybe tout having alumni networks from both programs. Think of it like a 1-2 page statement of purpose. What skills and body of knowledge did you bring with you into the programs? What skills and training were you seeking by pursuing both programs? What are your career goals/aspirations? How can having a shared degree between both programs help you career-wise? There should be a paragraph or more about your research too. What was/is your question, why is it important and why does it matter? Why are you a prime candidate to investigate it?

Joint Degree Form

The attached joint degree form is an integral part of the joint degree proposal. It will be reviewed by the Graduate School.

This form consists of two parts: the course lists, and the signatures of major professors and program chairs. It is the student's responsibility to complete the course lists, obtain **all** signatures, and include this form with the rest of the above materials when requesting joint degree consideration. Please note that this form requires a listing of the courses used to satisfy the requirements of the Agroecology graduate program (first column), the courses used to satisfy the requirements of the other major (second column), and an identification of those courses that are *not* being double counted.

Joint M.S. Degree Course List

Student name and ID number

For each course listed, include the **department name/course number, course title, credits, semester/year taken or anticipated and grade if completed**

Name of first graduate program:

Name of additional graduate major:

Courses for _____ graduate program:

Courses for _____ graduate program:

Total credits:

Total credits:

Signature of major professor Date

Signature of major professor Date

Signature of department/program chair Date

Signature of department/program chair Date