University of Wisconsin-Madison
Graduate School Academic Planning Council
1:30 p.m. - 2:30 p.m., Room 52 Bascom Hall
April 19, 2019
MINUTES

Members Present: William Karpus (chair), Yu Hen Hu, Christa Olson, Nicole Perna (arrived after approval of minutes), John Pfotenhauer, Tracy Schroepfer (arrived after approval of minutes)

Members Absent:

Staff: Scott Carter, Florence Hsia (arrived at 2:04 p.m.), Elena Hsu, Peter Kinsley, Lisa Martin, Parmesh Ramanathan, Emily Reynolds, Xania Walter, Christopher Yue

Dean William Karpus called the meeting to order.

Introduction:
The minutes from the September 21, 2018, GSAPC meeting were approved unanimously.

Discussion Items:

1. Preliminary Exam Policy:
   Dean Karpus introduced for discussion UW-Madison’s preliminary exam policy. The Graduate School’s policy is that doctoral students must complete preliminary exams, without further details about deadlines or minimum requirements.

   GSAPC members and the associate deans discussed the varying timelines and expectations in their programs, which encompassed all four academic divisions, to which students complete their preliminary exams. Every program represented had a different practice and/or timeline.

   Associate Dean Martin pointed out that the Graduate School does not define what a preliminary exam is, so additional policy around it could be ambiguously enforced by programs.

   Members liked the idea of the Graduate School communicating to programs they need to clarify their preliminary exam timeline policy in their Handbook.

2. Application Fees:
   Dean Karpus introduced for discussion the additional $6 fee that international applicants pay to fund the required processing of I-20 forms for admitted students.

   Currently academic programs are able to pay for fee waivers for applicants who have financial hardship, but the coupons they use do not cover the $6 fee.

   Application fee amounts are governed by the Board of Regents. The GSAPC discussed different options for covering the processing costs.
Meeting Adjourned