

Critical Steps to Graduate with MS in fall/spring/summer 2013-14

- ☐ review MS degree completion procedures:
<http://www.grad.wisc.edu/education/completedegree/mdegree.html>
- ☐ inform your advisor that you plan to graduate, and
- ☐ inform your Student Services Coordinator (Kristin)
- ☐ request and receive verification from Kristin that you have met LSC program requirements
- ☐ confirm your committee members (thesis and professional MS students) – email committee members' names to Kristin

Thesis MS students:

- ☐ set regular meetings with your advisor [and potentially other committee members] to track your thesis progress
- ☐ get your advisor's approval to set thesis defense
- ☐ set a defense date with your committee (allow at least 3-weeks notice for scheduling)
- ☐ in consultation with your advisor, submit an early draft of your thesis to all members of your committee (*once you complete these tasks, email Kristin to prepare your warrant request*)

Professional MS students:

- ☐ write your course narrative and submit to your advisor (see Student Services Coordinator for examples)
- ☐ get your advisor's approval to set course narrative presentation date
- ☐ set a presentation date with your committee (allow at least 3-weeks notice for scheduling)
- ☐ in consultation with your advisor, submit your course narrative to all members of your committee (*once you complete these tasks, request Kristin to prepare your warrant request*)

ALL MS students:

- ☐ pick up your warrant request (from Kristin), and
- ☐ deliver your warrant request to the Graduate School
 - *warrant requests MUST BE submitted to the GS a minimum 3 weeks prior to your defense/presentation date*
- ☐ schedule a LSC conference room for your defense/presentation (Nicole – nrsimon2@wisc.edu)
- ☐ in consultation with your advisor, submit a final copy of thesis/course narrative to your committee 1 week prior to your defense

Instructions for Masters thesis documents

- ☐ review and strictly follow all guidelines for preparation and printing from the “Guide to Preparing Your Master's Thesis”: <http://www.grad.wisc.edu/education/completedegree/mguide.html>
- ☐ decide if you want to deposit your thesis with Memorial Library (discuss with your advisor)

Defense Day/Final Steps

- ☐ defend your thesis/course narrative to your committee (bring defense warrant and other relevant documents to the defense)
- ☐ make any edits/changes and re-submit to your advisor and all committee members who have requested to see them
- ☐ have committee members sign warrant – return signed warrant to Kristin for file copy, and
- ☐ deliver warrant to the Graduate School
- ☐ purchase specified paper and print 3 copies to submit to LSC (Nicole) for binding
 - *student receives one copy, advisor receives one copy, and one copy stays with the thesis collection in the LSC reading room. If more copies are desired, student pays cost of additional binding.*
 - *****thesis copies cannot be printed at LSC*****
- ☐ if depositing your thesis with Memorial Library – print a 4th copy and follow guidelines to deposit
 - *LSC does not require students to deposit their thesis with Memorial Library, and therefore, you can deposit your thesis after the degree deadline.*

fall 2013 deadlines

Nov 29	deadline to submit warrant <i>requests</i> to be a fall/winter 2013 grad
Dec 20	degree deadline
Dec 23 - Jan 17	spring degree window**

spring 2014 deadlines

Apr 25	deadline to submit warrant <i>requests</i> to be a spring 2014 grad
May 16	degree deadline
May 19 – Jun 13	summer degree window**

summer 2014 deadlines

Aug 1	deadline to submit warrant <i>requests</i> to be a spring 2014 grad
Aug 22	degree deadline
Aug 25- Aug 29	summer degree window**

***This is the time between the end of one degree period and the beginning of the next. If you were registered for the summer semester and met all degree requirements by the end of the window period, your degree will be granted for the fall semester, but you will not have to register or pay fees for the fall semester.*

You will receive separate information regarding commencement. For more information about commencement, go to <http://www.secfac.wisc.edu/commence/winter/SelectDegreeTerm.htm>