


## Critical Steps to Graduate with your PhD in Fall/Spring 2013-14

- ☐ [review the “Guidelines for Electronic Deposit of PhD Dissertations”](#)
- ☐ inform your advisor that you plan to graduate, and
- ☐ inform/email your Student Services Coordinator (Kristin) and list committee member names
- ☐ set regular meetings with your advisor [and potentially your committee members] to track your dissertation progress
- ☐ get your advisor’s approval to set an oral/dissertation defense date
- ☐ set an oral/dissertation defense date with your committee (allow at least 3-weeks notice for scheduling)  
*(once you complete these  tasks, email Kristin to prepare your warrant request – **the warrant request has to be submitted to the GS 3 weeks prior to your defense**)*
- ☐ pick up your warrant request/“final oral committee approval form” (from Kristin), and
- ☐ deliver your warrant request/“final oral committee approval form” to the Graduate School
  - *warrant requests MUST BE submitted to the GS a minimum 3 weeks prior to your defense date*
- ☐ schedule a LSC conference room for your defense (Nicole – nrsimon2@wisc.edu)
- ☐ in consultation with your advisor, submit an early draft of your dissertation to your committee
- ☐ in consultation with your advisor, submit final copies of your dissertation to your committee at least 1 week prior to your defense
- ☐ defend your dissertation to your committee (bring defense warrant and other relevant documents to the defense)
- ☐ make any edits/changes and re-submit to your advisor and committee members who have requested to see them
- ☐ have committee members sign warrant – return signed warrant to Kristin for file copy

## Instructions for dissertation documents

- ☐ [review the “Guidelines for Electronic Deposit of PhD Dissertations”](#)
  - ☐ 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 dissertation collection in the LSC reading room. If more copies are desired, student pays cost of additional binding.*
- \*\*\*dissertation copies cannot be printed at LSC\*\*\***

## Final Steps

- ☐ contact the Graduate School at 608-262-2433 (*after passing your defense*) to arrange an appointment for your final review.
  - schedule at least one day in advance. If you are defending near the degree deadline call immediately after your defense; appointment times fill rapidly during the two to three weeks before any deadline. You must make all corrections and revisions **before** you come for your final review.
- ☐ prepare required materials to bring to GS final review (step 3 of the 3 D's)  
<http://www.grad.wisc.edu/education/completedegree/ddd.html>

## fall 2013 deadlines

<b>Nov 29</b>	<b>deadline to submit warrant <i>requests</i> to be a fall/winter 2013 grad</b>
<b>Dec 20</b>	<b>degree deadline</b> (electronic dissertations must be submitted by 12noon CST)
<b>Dec 23 - Jan 17</b>	<b>spring degree window**</b>

## spring 2014 deadlines

<b>Apr 25</b>	<b>deadline to submit warrant <i>requests</i> to be a spring 2014 grad</b>
<b>May 16</b>	<b>degree deadline</b> (electronic dissertations must be submitted by 12noon CST)
<b>May 19 – Jun 13</b>	<b>summer degree window**</b>

## summer 2014 deadlines

<b>Aug 1</b>	<b>deadline to submit warrant <i>requests</i> to be a spring 2014 grad</b>
<b>Aug 22</b>	<b>degree deadline</b> (electronic dissertations must be submitted by 12noon CST)
<b>Aug 25- Aug 29</b>	<b>summer degree window**</b>

**\*\*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>