

MS Completion Information

In addition to your approved certification form, the Grad School and the Department of Soil Science websites below are your best friends. Visit them early and often!

Grad School:

- [Completing Your Degree](http://grad.wisc.edu/currentstudents/degree/) (<http://grad.wisc.edu/currentstudents/degree/>)
- [Masters Degree Procedures](http://grad.wisc.edu/currentstudents/mastersproc) (<http://grad.wisc.edu/currentstudents/mastersproc>)
- [Masters Thesis Guide](http://grad.wisc.edu/currentstudents/mastersthesis) (<http://grad.wisc.edu/currentstudents/mastersthesis>)
- [Degree Deadlines](http://grad.wisc.edu/currentstudents/degreedeadlines/) (<http://grad.wisc.edu/currentstudents/degreedeadlines/>)

Department of Soil Science Requirements and Forms (bottom of page):

- <http://soils.wisc.edu/academics/graduate-program/>

Warrant Request

At least 3 weeks before your exam (or by the Grad School deadline for inclusion in the commencement program), contact the student services coordinator with the following information (e-mail preferred):

1. Name
2. Date
3. Time
4. Thesis title
5. Whether you intend to continue to a PhD in Soil Science.
6. What ASA/CSSA/SSSA division your thesis most closely relates to (see chart).

The student services coordinator will reserve Soils 357 for the presentation. You will need to reserve the Soils Conference Room 253 or King Hall Conference Room 145 for the examination (generally 2-3 hours).

There are specific deadlines regarding when you must request your warrant and deposit. Please see the Grad School website link above for those dates.

Window Period

The Window Period is the time between the end of one degree period and the beginning of the next. If you were registered for the previous semester, and meet all degree requirements by the end of the window period, your degree will be granted in the following semester, but you will not have to register or pay fees for that next semester.

Day of the Exam

Before your presentation (on the day of your exam or the day prior if your exam is before 9 a.m.), retrieve your blue exam folder from the student services coordinator. Provide this folder to your advisor or a committee member before you present. The contents of the folder are as follows:

1. Warrant
2. Examination evaluation sheets for each committee member
3. Copies of approved certification form
4. Copies of transcript

You or your advisor will must return this folder once all forms are complete. If there will be a delay of more than a week or you did not pass, you or your advisor must notify the student services coordinator.

Preparing and Depositing Your Thesis

Deposition of your thesis at the Memorial Library is required of all Soil Science graduate students. Follow the Grad School's [Guide to Preparing Your Master's Thesis](#) (website link above). Carol Duffy can also answer questions regarding thesis preparation.

- Your thesis must be approved by your committee, be unbound, fully corrected, and complete.

- Once your thesis is deposited in the library, you are not allowed to make changes on the final copy.
- You or your designate must bring your **unbound** thesis to Memorial Library, Room B137. The library does not accept these by mail.
- Please bring your student I.D. number.
- Make sure you have included the *Advisor Approval Page* containing your advisor's original signature.
 - **Faxed or photocopied *Advisor Approval Pages* are unacceptable.**
 - This page is not numbered, or counted in the pagination. This page must not be double-sided with the title page or any other page.
 - It must include the word APPROVED, followed by your advisor's signature, name, title, and the date signed. (See example on next page.)
- See the "Guide to Preparing Your Master's Thesis" link above for information regarding formatting and paper/print quality required.
- A pdf of your thesis must also be provided to the department. E-mail submission to the student services coordinator is preferred. This should be in the final, submitted form.
- Check with your advisor that they have submitted a grade of S for SS990 for the term in which you deposit.

Binding Your Thesis

You are required to provide the department with a bound copy of your thesis for our departmental library. You may choose to use the department's contract vendor or any other service. The cover must be black with gold lettering on the spine indicating name, degree (MS), and year. If you choose to use the department contract vendor, please supply the printed copies of the thesis with a sheet of colored paper between each copy. The student services coordinator will send these to the vendor. When they arrive, you will be notified of their arrival and the cost (currently \$7.50 each plus shipping for 2014-2015). Payment can be made with cash or check.

Preparing For Commencement

Notification of intent to participate in the commencement ceremony must be made early in the semester to accommodate printing of the program. An e-mail with graduation details will be sent out to all graduate students each semester. Go to your MyUW Student Center and complete the "Apply to Graduate" section. In addition, your warrant must be submitted by the deadline (typically in early November and April) posted on the Grad School website (found under Masters Degree Requirements link). This may be much earlier than the 3 weeks deadline listed in the "Warrant Request" section above. For more information, visit <http://commencement.wisc.edu/>.

Note: Participation in commencement does not mean you have graduated. You must complete all degree requirements and deposit your thesis.

Transcript/Diploma/Certification of Graduation

The Registrar posts degrees on official transcripts approximately 4-6 weeks after the end of the semester. You can order transcripts at the Office of the Registrar. Approximately 12 weeks after degree conferral, the Registrar will send your diploma to your DIPLOMA address. Update your diploma address via MyUW prior to leaving campus. Before your degree is posted on your final transcript and your diploma is available, you can request a Certification of Graduation letter from the Registrar about two weeks after the end of the session (or sooner if you complete early in the semester and all requirements are cleared).

Master's Completion Student Update

Please complete the Master's Completion Student Update to inform the Grad School about your academic and career plans. At the end of the semester, graduate students will be sent an email containing instructions on how to complete the update.

ASA/CSSA/SSSA Divisions

(Please see the [ASA/CSSA/SSSA](#) websites for the most up-to-date list of divisions)

American Society of Agronomy (ASA) Divisions

- Agronomic Production Systems
- Biometry and Statistical Computing
- Climatology and Modeling
- Education and Extension
- Environmental Quality
- Global Agronomy
- Land Management and Conservation

Crop Science Society of America (CSSA) Divisions

- C01 - Crop Breeding and Genetics
- C02 - Crop Physiology and Metabolism
- C03 - Crop Ecology, Management & Quality
- C04 - Seed Physiology, Production & Technology
- C05 - Turfgrass Science
- C06 - Forage and Grazinglands
- C07 - Genomics, Molecular Genetics, and Biotechnology
- C08 - Plant Genetic Resources
- C09 - Biomedical, Health-Beneficial, and Nutritionally Enhanced Plants

Soil Science Society of America (SSSA) Divisions

- Soil Physics and Hydrology
- Soil Chemistry
- Soil Mineralogy
- Soil Biology & Biochemistry
- Soil Pedology
- Soil Fertility & Plant Nutrition
- Nutrient Management & Soil & Plant Analysis
- Soil & Water Management & Conservation
- Soil and Environmental Quality
- Wetland Soils
- Urban and Anthropogenic Soils
- Forest, Range and Wildland Soils
- Consulting Soil Scientists
- Soil Education and Outreach

Example of *Advisor Approval Page* content:

Approved: John Doe

John Doe
Professor

Date: 8/26/2013

MS Completion Checklist

- “Apply to Graduate” in MyUW Student Center
- Warrant requested (at least 3 weeks before or by commencement program deadline)
- Thesis prepared
- Exam folder obtained before presentation
- Presentation and Exam
- Exam folder returned with signed warrant and exam evaluations (may be done by advisor)
 - Email if it will be more than a week or if you did not pass
- Corrections to thesis complete
- Advisor Approval Page signed
- Deposit at Memorial Library
- Check with advisor that they assigned a grade of S for SS990 for final semester
- PDF of thesis e-mailed to dept.
- Binding – thesis copies given to dept. to send to bindery
- Master’s Completion Student Update complete