

MS COMPLETION INFORMATION

In addition to your approved certification form, the Grad School website 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/>)
- Guide to Preparing Your Doctoral Dissertation (<https://grad.wisc.edu/current-students/masters-guide/>)
- Degree Deadlines (<https://grad.wisc.edu/deadlines/>)

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

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

Prior to your last Semester/Term

You must meet both program and the Graduate School requirements for graduation. It is your responsibility to notify your graduate program coordinator by the deadline of your intention to graduate. Your program must request your degree warrant a minimum of three weeks before your defense/exam or the degree deadline. The Graduate School issues a degree warrant if you meet these requirements:

- Registered for a minimum of two graduate-level credits in the semester/term (fall, spring, or summer) you expect your degree. These must be 300-level or above credits taken for a grade (no audit or pass/fail). Alternatively, if a degree completion fee has been approved by the Graduate School, you must have paid the fee in lieu of registration (see Academic Guidelines: <https://grad.wisc.edu/documents/degree-completion-fee/>)
- Credit requirement for the appropriate degree has been met, or will be by the end of the semester (16 credits for master's degree)
- Graduate GPA of at least 3.00
- All incomplete, unreported grades or progress grades in anything other than research/thesis (usually 690, 790, 990) must have been cleared. Independent study (usually 699, 799, 999) must be given a grade (not progress) each semester. If you are continuing for a PhD, a warrant may be issued even though you have incomplete or progress grades that are part of your PhD program, but your advisor needs to send a letter to the graduate School stating which courses are for your PhD requirements.
- Students receiving a second (or third) master's degree from UW-Madison, and students receiving two master's degrees during the same semester, must submit official lists (on program letterhead and signed by advisors or program chairs of courses used for each degree. We use these lists to check the 25% overlap rule.
- You must complete all requirements by the appropriate degree deadline.

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 department's graduate program coordinator. Provide this folder to your advisor or a committee member before you present. The contents of the folder are as follows:

1. Warrant (request 3 weeks prior to exam)
2. Examination evaluation sheets for each committee member
3. Copies of approved certification form
4. Copies of transcript

You or your advisor 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 department's graduate program coordinator.

FORMATTING REQUIREMENTS

Use the Graduate School's guidelines when preparing your thesis (including format requirements). Carol Duffy can also answer questions regarding thesis preparation.

STEP 1: REQUEST YOUR FINAL WARRANT

Notify your department's graduate program coordinator at least 3 weeks before your exam (or by Grad School deadline) to request your doctoral degree warrant from the Graduate School. You must be enrolled during the semester that you defend and deposit; if you want to defend and/or submit your dissertation to the Graduate School in the summer term, you must register for 3 credits of research for the 8-week summer session.

Email the following information to your graduate program coordinator:

1. Name
2. Date
3. Time
4. Thesis title
5. Committee members
6. Note the SSSA division most closely related to your thesis.

The department's graduate program coordinator will reserve Soils 357 for the presentation and the Soils Conference Room 253 for the examination, pending availability. If you would prefer a different location, please include that information in the email.

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

After your graduate program coordinator submits the doctoral degree warrant request, the Graduate School will review this request and send the approved doctoral degree warrant to your graduate program coordinator. The final warrant will be printed out and committee member signatures should be obtained at your defense. Once the final warrant has been signed, an electronic copy should be uploaded in the administrative documents section of the ProQuest/UMI ETD Administrator website. The original signed hard copy of the final warrant should be given to the graduate program coordinator.

STEP 2: APPLY TO GRADUATE FOR THE COMMENCEMENT CEREMONY

Commencement occurs in May and December each year and is coordinated by the Office of the Chancellor. There is no summer commencement ceremony. If you plan to graduate in August, you may attend either the May or the December ceremony. If you want your name to be printed in the commencement program, you must apply to graduate through your My UW Student Center by the deadline each semester in addition to contacting your major program to request a degree warrant from the Graduate School. You may attend the commencement ceremony even if your name is not included in the commencement program. Cap and gown rentals are at University Bookstore. Guests can attend without tickets.

STEP 3: COMPLETE THE MASTER'S DEGREE SURVEY

Please complete the Master's Degree Survey to inform the Graduate School about your academic experience and career plans. By completing the survey, you provide the Graduate School with valuable information about post-degree placement, and help us determine how we can improve programs and

services for students. All answers are kept confidential and are only shared in aggregate with all the other responses from your program. The survey takes about 20 minutes to complete. At the end of the semester, graduate students will be sent an email containing a link to the survey.

STEP 4: DEPOSIT YOUR THESIS

Deposition of your thesis is required of all Soil Science graduate students. MS students must deposit an unbound copy of the thesis in person to Memorial Library binding Unit, Room B137. Follow the Graduate School's "Guide to Preparing Your Master's Thesis." This copy must contain a signed Advisor Approval Page. PLEASE NOTE: The hours of Memorial Library's Binding Unit vary. Call them first to ensure they will be open when you plan to deposit (608.262.3294).

STEP 5: SUBMIT ELECTRONIC AND BOUND COPIES TO THE DEPT. OF SOIL SCIENCE

You are required to provide the department with an electronic and bound copy of your thesis for our departmental library. Email a final copy of your thesis to the department's graduate program coordinator. For the bound copy, 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 graduate program coordinator will send these to the vendor. When they arrive, you will be notified of their arrival and the cost (currently ~\$8.50 each plus shipping for 2017-2018). Payment can be made with cash or check made payable to UW-Madison Dept. of Soil Science.

ADDITIONAL INFORMATION

Final Grade Reporting

Check with your advisor that they have submitted a grade of S for Soil Sci 990 for the term in which you deposit.

Commencement – December and May

If you want your name to be printed in the commencement program, you must submit an Apply to Graduate application through your MyUW Student Center. This is in addition to contacting your program to request your degree warrant from the Graduate School. You may attend the ceremony even if your name is not included in the commencement program. August does not have a commencement ceremony. If you plan to graduate in August, you may attend either the May or the December ceremony by submitting the Apply to Graduate application through MyUW Student Center. Cap and gown rentals are at University Bookstore. Guests can attend without tickets.

Degree Completion Letter

The Registrar's Office handles [Degree Completion Letters](#). If you have completed all degree requirements and deposited your thesis or dissertation and are waiting until the next degree conferral date to receive your degree, you may request and receive a letter indicating that all requirements have been completed. All grades from the semester in which you are depositing your dissertation (and all other outstanding grades) must be reported to the Graduate School before you can receive a completion letter. A student may bring the completed grade change form to the final review if a degree completion letter will be needed.

Diploma

The Registrar's Office will send your [diploma](#) to your DIPLOMA address approximately 8 weeks after degree conferral. Update your Diploma address via My-UW prior to leaving campus. International student MUST

enter the DIPLOMA address via My-UW to receive your diploma. Students with holds will not receive their diploma until those holds are cleared.

Transcripts

The Registrar's Office posts degrees on official transcripts approximately four to six weeks after the end of the semester. You can [order your official transcripts online](#).

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.