

PHD 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/doctoral-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/>

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.

PREPARING AND DEPOSITING YOUR DISSERTATION

Deposition of your dissertation is required of all Soil Science graduate students. PhD students must do this electronically. Follow the Graduate School's "Guide to Preparing Your Doctoral Dissertation".

FORMATTING REQUIREMENTS

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

PRECHECKS (OPTIONAL)

Prechecks are used to answer formatting questions (for example, use of tables, graphs, and charts), embargo/delayed release questions, or questions related to the degree granting process. You may bring in eight to ten pages to be reviewed by the degree coordinator at your precheck appointment. You may schedule an appointment for a precheck using the online UW-Madison Scheduling Assistant. Please click the following link to view appointment availability. <https://calendar.wisc.edu/scheduling-assistant/public/profiles/RRVdPqrN.html>

The following information **MUST** be entered in the "Reason for the appointment" box. Failure to enter this information may result in your appointment being canceled.

- PRECHECK or FINAL REVIEW APPOINTMENT
- SKYPE or IN PERSON APPOINTMENT
- NAME
- CAMPUS ID NUMBER
- GRADUATE PROGRAM
- DEFENSE DATE

- CELL PHONE NUMBER

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: PAYMENT OF DISSERTATION DEPOSIT FEE

Go to [Grad Portal](#) to pay the required \$90 dissertation deposit fee. The fee must be paid before submitting your dissertation electronically. The fee payment site provides an email confirmation with your fee payment receipt. You also have the option to log into the fee payment site and download a PDF of the receipt once you have paid. The receipt will be uploaded in the administrative documents section of the ProQuest/UMI ETD Administrator website. After you submit your dissertation, you will not be permitted to make any additional corrections. Therefore, make sure the document or PDF is completely accurate before you submit.

STEP 3: COMPLETE THE DOCTORAL EXIT SURVEY

The following doctoral exit surveys must be completed before submitting your dissertation electronically. Each individual survey will provide a certificate of completion once you have submitted the survey. The individual certificates of completion should each be saved as PDF documents to be uploaded in the administrative documents section of the ProQuest/UMI ETD Administrator website.

Survey of Earned Doctorates (SED) certificate of completion. To complete the online [SED](#) you will first provide basic information including your email address. You will then receive an email with a unique PIN and password. Access the SED survey site using the URL, PIN, and password sent to you in this email, and complete the survey. You must advance past the certificate of completion screen in order to submit the survey.

Graduate School's Doctoral Exit Survey (DES) certificate of completion. The DES obtains information on your academic experience (e.g., program quality, support, advising) in your doctoral program and information about your postdoctoral plans. To complete the [DES](#) online, enter your name as it appears in university records and your student ID number (10 digits). At the end of the survey there is a survey completion screen. If you have problems accessing the survey, please contact exitsurveys@grad.wisc.edu and include your name and student ID number.

STEP 4: ELECTRONIC DEPOSIT OF YOUR DISSERTATION

After you pass your oral defense, pay your dissertation deposit fee, and complete the doctoral exit surveys, you can submit your dissertation electronically to the ProQuest/UMI ETD Administrator website. Before you begin the submission steps, please be sure you have the following:

- **Full text of your dissertation in PDF format.** This must be one file. Fonts must be embedded. Security settings must be set to “no security.” Encrypted files cannot be processed for publishing. The maximum file size that can be uploaded is 1000 MB. The PDF file name cannot contain periods (except for the .pdf extension). Instructions for PDF conversion are available at the [ProQuest/UMI ETD Administrator site](#) under the “Resources and Guidelines” tab.
- **UMI abstract text.** This abstract is limited to 350 words and must be in English. You will be asked to copy and paste this text during the electronic submission steps.
- **Optional supplementary files.** These images, data, etc. are an integral part of the dissertation, but not part of the full text.
- **Advisor and other committee members' names.** These should be listed exactly as they appear on your approved warrant.
- **Subject category.** Please choose one to three subject categories from the Subject Category list that best describe your dissertation subject area.
- **Receipt confirming payment of the dissertation deposit fee.** After you have paid the required \$90 dissertation deposit fee, you will receive an email receipt confirming payment.
- **Electronic copy of the signed final warrant.**

Provide a PDF of your dissertation to the department also. Email submission to the department's graduate program coordinator is preferred. This should be in the final, submitted form.

Then, go to the [ProQuest/UMI ETD Administrator site](#) and choose “Submit my dissertation/thesis.” Select University of Wisconsin-Madison from the list provided. Create an account or login using an existing account.

The ProQuest/UMI ETD Administrator website will walk you through a simple process of accepting the publishing agreement and uploading the files and information about your submission. If you need to finish your submission later, you can save your information and come back to finish. No information will be lost.

At the submission step called Dissertation/Thesis Details, you will be asked to enter the following important information about your dissertation. Accuracy is essential.

- **Title:** Enter the full title of your dissertation, as it appears on the title page. Only some special characters can be used in this field. The title field does not accept subscript, superscript, or Greek letters; instead, you will need to spell these out. Select the year in which you completed your manuscript.
- **Degree/Department Information:** Select the year in which your degree will be conferred. If you are depositing during the window period and are uncertain, please contact the Graduate School. Select the degree you will receive and your program.
- **Advisor/Supervisor/Committee Chair:** Enter your primary advisor's name exactly as it appears on your warrant. Do not repeat your advisor in the list of committee members.
- **Committee Members:** Enter your committee members' names exactly as they appear on your warrant.
- **Description of Dissertation/Thesis:** Select categories and keywords that identify your work.
- **Abstract:** Enter the text of your UMI abstract exactly as it was approved by your faculty advisor. There is a 350 word maximum.

At the submission step called Administrative Documents, you will be required to upload the following items:

- **Dissertation Deposit Confirmation Receipt:** upload a PDF of the email receipt you received from the UW-Madison Graduate School fee payment website.
- **The Survey of Earned Doctorates (SED) certificate of completion:** upload the survey receipt as a PDF.
- **The Graduate School's Doctoral Exit Survey (DES) certificate of completion:** upload the survey receipt as a PDF.
- **Signed PhD Warrant:** upload your final signed PhD warrant as a PDF.

At the submission step called Notes to Administrator, please indicate if you plan to attend the optional Graduate School final review.

You may choose to order additional copies of your dissertation and register copyright of your dissertation – both of these items are optional.

Be certain to complete the **final submit step** at the ProQuest/UMI ETD Administrator website. Your dissertation **MUST** be uploaded to the ProQuest/UMI ETD Administrator website by 11:59pm CST on the degree deadline date in order to receive your degree in a given term. Please keep in mind that submissions are reviewed by the Graduate School Degree Coordinator in the order they were received. After you complete the final submit step, you will receive an email confirming the submission. When you submit your dissertation, it will be reviewed by a Graduate School Degree Coordinator to ensure that you have followed all formatting requirements.

The Graduate School Degree Coordinator will approve and submit your dissertation to ProQuest/UMI Dissertation Publishing for microfilming and binding. The UW-Madison Library will receive a bound copy and an electronic version of your dissertation shortly thereafter. You will receive an official email notification when the Graduate School has approved your dissertation for publication. Your submission of the dissertation is final and you are not allowed to make changes once it has been approved by the Graduate School Degree Coordinator. Your submission is not completed until you receive the confirmation email from the Graduate School Degree Coordinator.

GRADUATE SCHOOL FINAL REVIEWS (OPTIONAL)

As of Fall 2016, final review appointments are not required, but are optional for those students who wish to confirm in person or via Skype that the dissertation submission has been accepted and all degree requirements have been met. If you choose the Skype option you must contact the Graduate School at your

scheduled appointment time. You can simply search for “UWGrad SchoolFinalReview” or “finalreview@grad.wisc.edu” on Skype to make the call. If you choose to do a final review by Skype, you MUST upload the signed PhD warrant in the Administrative Documents section of Proquest/UMI ETD Administrator website.

To schedule an optional final review appointment, you must have successfully defended your dissertation, paid the dissertation deposit fee, completed the doctoral exit surveys, and submitted your dissertation electronically to the ProQuest/UMI ETD Administrator website. Final review appointments are made online using the UW-Madison Scheduling Assistant. Final review times usually take about 10 minutes.

The following information MUST be entered in the “Reason for the appointment” box. Failure to enter this information may result in your appointment being canceled.

- PRECHECK or FINAL REVIEW APPOINTMENT
- SKYPE or IN PERSON APPOINTMENT
- NAME
- CAMPUS ID NUMBER
- GRADUATE PROGRAM
- DEFENSE DATE
- CELL PHONE NUMBER

When you submit your dissertation and select to attend a final review, it will be reviewed by a Graduate School Degree Coordinator to ensure you have followed all formatting requirements.

The Graduate School Degree Coordinator will approve and submit your dissertation to ProQuest/UMI Dissertation Publishing for microfilming and binding. The UW-Madison Library will receive a bound copy and an electronic version of your dissertation shortly thereafter. You will receive an official email notification when the Graduate School has approved your dissertation for publication. Your submission of the dissertation is final and you are not allowed to make changes once it has been approved by the Graduate School Degree Coordinator. Your submission is not complete and the process for granting your degree will not begin until you receive the confirmation email from the Graduate School Degree Coordinator.

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](#).

Departmental Electronic and Bound Copies

You are required to provide the department with a bound copy of your thesis for our departmental library. Email a final copy of your dissertation to the department's graduate program coordinator. For the bound copy, you may choose to use ProQuest/UMI, the department's contract vendor, or any other service. The cover must be black with gold lettering on the spine-indicating name, degree (PHD), 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.

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.