CHECKLIST AND CHRONOLOGY FOR M.S.
CANDIDATES

Semester 1:
1. Are there deficiencies upon entry? No □ Yes □
   If yes, submit plan for removal.
2. Select G&E Committee members
3. G&E Meeting: (date) ________________________

By end of Semester 4 (or by no later than end of Sem 5 for extenuating circumstances):

To Complete Master's degree:
1. Completed 30 credits □
2. Request Master’s warrant (see Graduate Coordinator at least 3 weeks before defense) □
3. Thesis approved by G&E Committee □
4. Publication presentation of thesis □
5. Turn in paper and electronic copy of thesis to Geoscience Library □
6. Deposit samples with Museum Curator (if applicable) □

Before leaving:
1. Return keys and Department property and leave forwarding address □
2. Make arrangement with the Department computer personnel regarding your computer files and forwarding email address □

CHECKLIST AND CHRONOLOGY FOR Ph.D.
CANDIDATES

Semester 1:
1. Are there deficiencies upon entry? No □ Yes □
   If yes, submit plan for removal.
2. Select G&E Committee members
3. G&E Meeting: (date) ________________________

For 1st year students:
4. G&E Meeting: (date) ________________________

Semester 2:
1. G&E Committee: (if not in Sem 1) ________________
2. For students who completed a Master’s in the program:
   complete Ph.D. Minor Requirement (see Graduate Coordinator for form): □

By start of Semester 3 (OR For students who completed a Master’s in the program, in first semester post-Master’s):
1. Assessment/Qualifying Exam:
   Pass □ Conditional Pass □ Program track change □ Non-continuation □

By end of Semester 4:
1. Meet with G&E Committee:
   Student prepares: 1) course plan; 2) minor field plan; and 3) research and dissertation plan

By end of 2nd Year of the PhD program:
1. Choose Preliminary Examination Committee □
2. Complete Preliminary Examination:
   a. Request Prelim warrant (see Grad. Coordinator at least 3 weeks before exam) □

To Complete Ph.D. degree:
1. Completed 51 credits □
2. Request Final Oral warrant (see Grad. Coordinator at least 3 weeks before defense) □
3. Deliver full defense draft copy of dissertation to Final Orals committee members □
4. Present public, oral summary of dissertation and hold Final Oral Exam (defense) □
5. Dissertation approved by Committee □
6. Signed warrant returned to Grad. School □
7. Submit final dissertation to Grad. School □
8. Turn in paper and electronic copy of thesis to Geoscience Library □
9. Deposit samples with Museum Curator (if applicable) □

Before leaving:
1. Return keys and Department property and leave forwarding address □
2. Make arrangement with the Department computer personnel regarding your computer files and forwarding email address.

Helpful links:
https://grad.wisc.edu/acadpolicy/
http://grad.wisc.edu/currentstudents/degree/