

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) _____
Students and advisors should form a G&E Committee and hold the first meeting in Semester 1. Student prepares: 1) academic background summary; 2) course plan; 3) plan for deficiency removal (if needed); 4) first ideas for research & thesis

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

To Complete Master's degree:

- a. Completed 30 credits
- b. Request Master's warrant (see Graduate Coordinator at least 3 weeks before defense)
- c. Thesis approved by G&E Committee
- d. Publication presentation of thesis
- e. Signed warrant returned to Grad. Coordinator
- f. Deposit thesis at Memorial Library
- g. Turn in paper and electronic copy of thesis to Geoscience Library
- h. Deposit samples with Museum Curator (if applicable)

Before leaving:

- a. Return keys and Department property and leave forwarding address
- b. 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

For 1st year students:

3. G&E Meeting: (date) _____
Students and advisors should form a G&E Committee and hold the first meeting in Semester 1 or 2. Student prepares: 1) academic background summary; 2) course plan; 3) plan for deficiency removal (if needed); 4) first ideas for research & dissertation

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:

- a. Completed 51 credits
- b. Request Final Oral warrant (see Grad. Coordinator at least 3 weeks before defense)
- c. Deliver full defense draft copy of dissertation to Final Orals committee members
- d. Present public, oral summary of dissertation and hold Final Oral Exam (defense)
- e. Dissertation approved by Committee
- f. Signed warrant returned to Grad. School
- g. Submit final dissertation to Grad. School
- h. Turn in paper and electronic copy of thesis to Geoscience Library
- i. Deposit samples with Museum Curator (if applicable)

Before leaving:

- a. Return keys and Department property and leave forwarding address
- b. 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/>