

Requesting a Warrant

Master's Degree Warrant

Send an email to the Graduate Program Manager with "Master's Degree Warrant Request" in the subject line and the following:

- Your full name (last, first, middle), campus ID, campus email
- Expected/anticipated defense date (at least three weeks after the date of request)
- Your thesis title (character limit of 128 including spaces)
- If you received credit toward your degree while a student at another institution, list those courses by:
 - Institution
 - Year(s) taken
 - Course subject name, number and credits
(ex: UC Davis, Fall 2019, Forestry 805, 3 cr)
- If you received credit toward your degree while an undergraduate or special student at UW-Madison, list those courses by:
 - Year(s) taken
 - Course subject name, number and credits
(ex: Fall 2019, Forestry 805, 3 cr)
- Identify your Committee Members by:
 - Name (last, first, middle)
 - NetID (their campus emails without @wisc.edu – full emails for non-UW folks)
 - Title
 - Department (and external institution, if non-UW)

Ph.D. Preliminary Warrant

Send an email to the Graduate Program Manager with "Ph.D. Preliminary Warrant Request" in the subject line and the following:

- Your full name, campus ID, campus email
- Proposed date of Prelim Exam (at least three weeks after the date of request)
- Proposed date of Completion of Minor (attach the completed Minor Form)
- Proposed date of Completion of Second Minor (if applicable)
- If you received credit toward your degree while a student at another institution, list those courses by:
 - Institution
 - Year(s) taken
 - Course subject name, number and credits (ex: UC Davis, Fall 2019, Forestry 805, 3 cr)

If you received credit toward your degree while an undergraduate or special student at UW-Madison, list those courses by:

- Year(s) taken
- Course subject name, number and credits (ex: Fall 2019, Forestry 805, 3 cr)

Identify your Committee Members by:

Name (last, first, middle)

NetID (their campus emails without @wisc.edu – full emails for non-UW folks)

Title

Department (and external institution, if non-UW)

Ph.D. Final Degree Warrant

Send an email to the Graduate Program Manager with “Ph.D. Final Degree Warrant Request” in the subject line and the following:

Your full name (last, first, middle), campus ID, campus email

Proposed date of Final Oral Exam (at least three weeks after the date of request)

Dissertation title (character limit of 128 including spaces)

Identify your Committee Members by:

Name (last, first, middle)

NetID (their campus emails without @wisc.edu – full emails for non-UW folks)

Title

Department (and external institution, if non-UW)

Indicate if Advisor, Co-advisor, or Reader Status¹

¹Readers: Committee members who commit themselves to closely reading and reviewing the entire dissertation. The rationale for specifically designating non-reader status is to facilitate faculty participation in dissertations without automatically expecting the level of commitment associated with deeply engaging a PhD thesis. Given faculty workloads, designating a non-reader in some cases may permit faculty participation where engagement would otherwise be impossible. If the Graduate School minimum of at least three committee members that are readers is upheld, programs will remain in compliance with Graduate School policy. Programs may choose to have stricter requirements.