

Last Steps to Completing Your Doctoral Degree

Checklist

For complete instructions, go to: <https://grad.wisc.edu/current-students/doctoral-guide/>

- ☐ If you are a dissertator, make sure you enroll continuously for 3 credits until you deposit your dissertation.
- ☐ If it has been more than 5 years since you took prelims, you must retake the exams or ask your advisor to submit an extension request.
- ☐ Register for the semester in which you intend to graduate, including summer.
- ☐ Complete all of these steps by the appropriate degree deadlines:
<https://grad.wisc.edu/deadlines/>
- ☐ Check the Graduate School format guidelines (optional prechecks are available by email – send an entire pdf of your dissertation to alexandra.walter@wisc.edu).
- ☐ Form your final oral examination committee.
- ☐ Go to your graduate coordinator in your department to request your PhD warrant **at least 3 weeks** before your defense.
- ☐ **Prepare the required materials for deposit**
 - Signed warrant.
 - Title page that follows the sample format and includes committee members.
 - Abstract (no more than 350 words) approved by your advisor (no signature required on abstract; by signing the warrant, the advisor also approves the abstract).
 - Survey of Earned Doctorates (SED) and Graduate School's Doctoral Exit Survey (DES) certificate of completion. Fill out the surveys on line and upload the certificates of completion.
<https://sed-ncses.org/GradDateRouter.aspx>
and https://uwmadison.co1.qualtrics.com/jfe/form/SV_6tcKhVB6vtjEIPX
- ☐ Submit your dissertation electronically and upload your warrant and survey completion certificates and payment certificate by midnight of the deadline. You must click submit by midnight. If you are a second late, the policy is that you should graduate the next semester: <https://grad.wisc.edu/current-students/doctoral-guide/>

