**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 and 8 months 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 appointment <https://calendar.wisc.edu/scheduling-assistant/public/profiles/RRVdPqrN.html> in 228 Bascom Hall).
* 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/login.aspx>

and https://uwmadison.co1.qualtrics.com/jfe/form/SV\_6tcKhVB6vtjEIPX?Q\_JFE=qdg

* 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, you will graduate the next semester: <https://grad.wisc.edu/current-students/doctoral-guide/>

