

# Steps to Receive your MS Degree

## At Least Three weeks before your Defense:

- Meet with your advisor to discuss your Defense
- Schedule your defense date and time with your GPAC
- Print out the Master's Defense Instructions and forms PDF from the Food Science Graduate information site (This PDF)
- Request a Warrant from the Graduate Coordinator (will need a warrant request form)
- Go to the Grad School web site and read "Completing Your Master's Degree"  
<https://grad.wisc.edu/current-students/masters-guide/>
- If you want to walk in commencement, be sure to sign up for it in your student center and visit [www.commencement.wisc.edu](http://www.commencement.wisc.edu) for important details.

## At Least ten business days before your Defense:

- Submit your thesis to your GPAC Ask if you can send a PDF document instead.

## At least one day before your Defense:

- Pickup your warrant from the Graduate Coordinator During the pandemic, the coordinator will email it.

## Bring to your Defense:

- Your Thesis
- Your Transcripts
- Your Warrant
- Your Course Certification Form
- Progress Form

## After your defense:

- Your GPAC may request edits to your thesis to be completed. Complete the edits and collect the final signatures before submitting thesis to the Memorial Library Binding Unit. Be aware of degree deadlines. During the pandemic, you will need to send your thesis to elena.hsu@wisc.edu
- Submit the following completed and or signed forms to the Graduate Coordinator
  - A signed and dated warrant
  - Three unbound copies of your thesis to be bound
  - The Food Science MS Record form
    - Deposit your unbound thesis to the Memorial Library (Be mindful of degree deadlines) During the pandemic, send it to elena.hsu@wisc.edu
- Make sure your Diploma address in your student center is accurate
- Complete the Master's Degree online Survey
- Meet with the Payroll and Benefits officer of Food Science in the Administration Office
- Drop off keys to the Food Science Administrator

- Read “What to do when leaving UW,” which is part of the PhD forms document
- Visit the IT site, “Steps to take before leaving UW-Madison. At <https://it.wisc.edu/news/complete-steps-leaving-university/>

## Master's Degree Warrant Request Form

Fall: December Fall 20_____	Spring: May Spring 20_____	Summer: August Summer 20_____
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(Circle session and indicate year you expect to complete the degree requirements and graduate.)

**Warrant must be requested a minimum of 4 weeks before the defense/exam or the degree deadlines**

Date of request: \_\_\_\_\_

Proposed Date of defense/exam: \_\_\_\_\_

Student's Name: \_\_\_\_\_

10-Digit ID Number: \_\_\_\_\_

\_\_\_\_\_  
(Last, First, Middle)

Student's Program for degree expected: Food Science MS

Is this student in or will they continue for a PhD in the FS program? Yes\_\_\_\_ No\_\_\_\_ Undecided \_\_\_\_

Is this student required to deposit a thesis in Memorial Library? Yes X No \_\_\_\_\_

Proposed Thesis title: \_\_\_\_\_

Committee Member Names (if applicable):

	Last name, First	Department Name	Rank (ie Asst Prof)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**Name/Address/Phone Number/Email of Coordinator making this request:**

Theresa Pillar, 105 Babcock Hall, pillar@wisc.edu

Return Warrant Request to the FS Graduate Coordinator in 105H Babcock. For a warrant to be issued, the following requirements must have been met when the warrant is requested. If these requirements have not been met, the request will be returned with no action taken. During the pandemic, send signed warrant to pillar@wisc.edu

1. Graduate registration for a minimum of 2 graduate level credits (300 level or above for a grade, no audits, or pass/fail) or degree completion fee must be approved and paid.
2. Students have met the credit requirement for the appropriate degree & have a graduate GPA of at least 3.00.
3. All incomplete and unreported grades, or progress grades in anything other than research/thesis (usually 690, 790, 990) must have been cleared. Independent study (usually 699, 799, or 999) must be given a grade (not progress) each semester.
4. Students receiving a second (or third) master's degree from UW-Madison, & students receiving two degrees during the same semester, must submit official (signed by appropriate advisers or departmental chairs) lists of courses used for *each degree*. See double degree in Academic Guidelines.

## Student Progress Evaluation Form

Student Name

Major Advisor

Date of Meeting

### Type of Meeting (check one box)

**PhD**    ☐ *Initial Meeting*   ☐ *Proposal*    ☐ *Exit Seminar*   ☐ *Final Defense*   ☐ *Additional Meeting*

**MS**    ☐ *Initial Meeting*   ☐ *Final Defense*

**Consensus comments from meeting** (e.g. additional courses suggested, was course work certified, statement of current progress, suggestions on research topic) attach additional page if necessary:

Only to be completed for MS Final Defense Meeting:

If the candidate would desire to enter the UW-Madison Food Science PhD Program, does the committee think (s)he would be successful ☐ **yes**   ☐ **no**   ☐ **maybe** (please provide rational in the box above)

Committee Members:

Printed Names

Signatures

\*\*\* one signed copy for departmental student record, one to student and one for each committee member\*\*\*

## Food Science Masters Record Form

- Before you graduate and leave campus, please clean out your desk and return your office key to Marcia Verhage in room 105F.

- Please fill out the information requested below and return to Theresa Pillar in room 105H when you turn in your signed warrant.

During the pandemic send your record form to [pillar@wisc.edu](mailto:pillar@wisc.edu)

**PLEASE PRINT**

			Office use only:
Name _____			
(Last)	(First)	(M.I.)	Semester - Year

Date of Masters Defense \_\_\_\_\_

Date Thesis submitted to Memorial Library \_\_\_\_\_

Last Semester Enrolled in UW Madison \_\_\_\_\_

Research Advisor \_\_\_\_\_

Please tell us what you plan to do after finishing school at UW. (i.e. employment position or further education at another academic institution) Please give the following information: position title, name of company/organization/institution, mailing address (street, city, state, zip) and start date.

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NEW or non UW email address: \_\_\_\_\_

What is your new contact information? (mailing address, phone)

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Please list any Awards or Publications you've received during your time at UW  
Please give me a copy of your cv or resume with these listed or if none, just your resume.

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## ***Graduate Program in Food Science***

### **GRADUATION / LEAVING THE UNIVERSITY DETAILS**

#### **To Do Before You Leave Campus When Graduating**

1. **Inform** the Graduate Program Coordinator (room 105G) that you are leaving and when.
2. Give your **keys** back to Marcia Verhage (room 105F).
3. Talk to Kathy Poole in **Payroll** (room 105J) to ensure they'll take you off the payroll and discuss health insurance continuation if needed and the costs. Give your forwarding address to Kathy so they know where to send the tax statements.
4. If you are graduating with Masters or PhD, fill out the **Masters or PhD Record Form** and return to the Graduate Program Coordinator.

#### **For PhD:**

1. Make your final review appointment with Xania Walter at the Graduate School. (see the packet of information you were given or see this website: <http://info.gradsch.wisc.edu/admin/academicsservices/ddd.html>)
2. Inform the Graduate Program Coordinator the day that you submitted your thesis to the Graduate School.