

Steps to Receive your PhD Degree

At Least Three weeks before your Defense:

- Meet with your advisor to discuss your final defense
- Schedule your defense date and time with your GPAC. The time between the preliminary and your final defense must be no less than six months.
- Reserve a room for your defense from the Food Science Administration Staff
- Print out the PhD forms document from the Food Science web site
- Request a Warrant from the Graduate Coordinator (will need to submit a PhD warrant request form)
- Go to the Grad School web site and read Guide to Preparing for Your Doctoral Dissertation
<https://grad.wisc.edu/current-students/doctoral-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 for important details.

At Least ten business days before your Defense:

Give a copy of your thesis to all your GPAC members.

At least one business day before your Defense:

- Pickup your warrant from the Graduate Coordinator

Bring to your Defense:

- Your Thesis
- Your Warrant
- Your signed Certification of Food Science Graduate Program form
- Your transcripts
- If you earn minor from other program (option A), bring the minor agreement form
- Progress Form

After your defense:

- Edit your dissertation according to GPAC Instructions and obtain final warrant signatures
- 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 Record form
 - Signed Progress Form
- Make sure your Diploma address in your student center is accurate
- Pay your dissertation deposit fee
- Complete the doctoral exit surveys

- Submit your dissertation and abstract text electronically following the directions from the Grad School web site at <https://grad.wisc.edu/current-students/doctoral-guide/>
- 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/>

PHD Warrant Request Form

Please complete and submit at least three weeks prior to Grad Coordinator.

Date_____

This is an: (Circle One) Original Form

Revised Form

Student's Full Name: **(Last, First, Middle)**_____

Student's 10-digit ID Number:_____

Student's Major:_____ & Minor_____

The Ph D final oral exam committee must consist of at least 4 members. 3 must be current graduate faculty members from the University of Wisconsin-Madison, with at least one of the four from outside the major department. 3 members must be designated readers.

This form, signed by the adviser/major professor and department chairperson, should be returned to the Food Science Graduate Coordinator at least **3 weeks before the final oral exam**. The Grad Coordinator will request the warrant from the Graduate School and then the Graduate Coordinator will contact you when you may pick your warrant up from the Grad Coordinator's office. If any changes are made in the membership of the committee, a revised final oral exam must be submitted **before the exam**. Changes in dissertation title or date **do not** require a revised form.

The following faculty members have agreed to serve on the Final PhD Oral Exam Committee for the above named student:

	NAME (Last, First, Middle)	RANK	DEPARTMENT/ MAJOR REPRESENTED (Full Name)
Adviser 1.	_____	_____	_____
Reader 2.	_____	_____	_____
Reader 3.	_____	_____	_____
4.	_____	_____	_____
(Optional) 5.	_____	_____	_____
(Optional) 6.	_____	_____	_____

Proposed Dissertation Title: _____

Proposed Date of Final Oral Exam _____

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

Return to the Graduate Coordinator.

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 PhD 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.

PLEASE PRINT

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

Date of PhD Defense _____

Date of Thesis deposit appointment with Graduate School _____

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.

NEW or non UW email address: _____

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

Please list any Awards or Publications you've received during your time at UW
Please give me a copy of your CV with these listed

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.