

## **MSP Grads – Preparing For Your PhD Defense**

- Submit your PhD committee members form to me prior to requesting a PhD warrant. If you don't have the form, please see me to obtain it.
- Request a PhD warrant from me a minimum of 3 weeks prior to your PhD defense.
- A final draft of your thesis must be delivered to your committee members at least two weeks before your scheduled defense.
- Book a conference room or classroom of your choice in which to have your defense. (Keep in mind that the initial presentation in your PhD defense is open to the public, which sometimes includes other faculty, fellows, and/or graduate students. So the room should accommodate an appropriate number of people.)
- Send an e-mail 2 days prior to your PhD defense to me, as it needs to be announced to MSP faculty and graduate students. I need to know date, time, location, title, and a 1-3 sentence abstract.
- Once your PhD warrant is signed by all committee members, please make sure I get a copy of the signed PhD warrant before you submit it to the Graduate School. NOTE: The MSP does not require a copy of your thesis.
- Complete an MSP exit interview form and give it to me. If you don't have the form, please see me to obtain it.
- Pay close attention to the Graduate School deadlines which will determine whether or not you need to register for the next semester and what the specific deadlines for your defense are. For information go to:  
<http://www.grad.wisc.edu/education/completedegree/ddd.html>
- The day you deposit your thesis is the day you must come off the payroll as an RA or predoctoral fellow.
- If you plan on working for your advisor after you deposit your thesis, please have your advisor contact his/her home department's human resource or payroll person to determine an appropriate payroll title to continue on after the thesis deposit, as you cannot continue as an RA or predoctoral fellow after depositing.
- For any questions you might have about what happens to your insurances when you come off the payroll, please contact your payroll person.

Any questions, please ask me.

Thanks,  
Diana Rhoads  
Materials Science Program  
UW-Madison