

MSP Grads – Preparing For Your RRE/MS Defense

- Submit your RRE/MS committee members form to me prior to requesting the MS warrant. If you don't have the form, please see me to obtain it.
- The RRE form may be obtained from me, but you must request the MS warrant from me a minimum of 3 weeks prior to your MS defense.
- A final draft of the written report must be delivered to your committee members at least two weeks before your scheduled defense.
- The RRE/MS committee for students who began on or after January 2010 requires 3 committee members for terminal MS degree. The RRE/MS requires 5 committee members. Degree requirements are located online at <http://www.engr.wisc.edu/interd/msp/prospective/degreesJanuary2010.pdf>.
- Book a conference room or classroom of your choice in which to have your defense. (Keep in mind that the initial presentation in your RRE/MS 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 and be equipped with appropriate audio/visual equipment for the presentation.)
- Send an e-mail a minimum of 2 days prior to your RRE/MS 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 RRE form and/or MS warrant is signed by all committee members, the RRE form is returned to me. The MS warrant goes to the Graduate School, but please make sure I get a copy of the signed MS warrant before you submit it to the Graduate School. NOTE: The MSP does not require you to deposit the MS thesis to Memorial Library nor do we need a copy of your MS thesis.
- If you are a terminal MS student, please complete an MSP exit interview form and return 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>
- For any questions you might have about what happens to your insurances when you come off the payroll, please contact your payroll person.
- Posting of Degrees: It may take some time for your degree to be posted and appear on your record after your date of graduation. It could be as much as 3 months after the end of your final term. Periodically check in the student center on MyUW Madison under the "Degree Summary" link. Once your degree is posted, it will show in that location.
- If you have completed all degree requirements and are waiting until the next degree conferral date to receive your degree, you may request and receive a letter indicating that all requirements have been completed. Please contact the Office of the Registrar at the UW.

- If you are continuing on for a PhD degree, please submit your PhD committee members form to me by the end of the first regular semester after successful completion of the RRE. If you don't have the form, please see me to obtain it.
- Terminal MS students only: If you plan on working for your advisor after you defend 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 defending, as you cannot continue as an RA after defending.

Any questions, please ask me.

Thanks,
Diana Rhoads
Materials Science Program
UW-Madison