

# MSP Grads – Preparing For Your Thesis Proposal/Prelim

- You should have already submitted your PhD committee members name form to me. Please confirm with me that I have the form prior to your thesis proposal/prelim.
- You should be done with your coursework by the time you defend your thesis proposal/prelim. Please verify with me that the MSP coursework requirements have been met.
- Your thesis committee will have at least five faculty members. At least four of the five faculty members must be members of the Materials Science Program. Committee members must have appointments spanning at least two different academic (home) departments.
- You need two forms for your thesis proposal/prelim defense.
- The first form you need is the thesis proposal form. This is a form required by the Materials Science Program. Please see me for the form.
- The second form you will need is a prelim warrant form. Please see me a minimum of 3 weeks prior to your thesis proposal/prelim defense for this form which is generated by the Graduate School.
- The Graduate School requires the prelim warrant form signed and delivered to their office in order for you to become a dissertator. The Graduate School office that this is delivered to once you've successfully defended and have obtained all the signatures is: Graduate School, 217 Bascom Hall. Pay close attention to the Graduate School deadlines for the dissertator eligibility.  
<http://www.grad.wisc.edu/education/completedegree/ddd.html>
- A final draft of your thesis proposal must be delivered to your committee members at least two weeks before your scheduled defense. Each committee member may decide whether he/she prefers a paper or electronic copy.
- If you began in the Materials Science Program January 2010 or later, you will need to present your thesis proposal/prelim as an oral defense. If you started prior to January 2010, the oral portion of the thesis proposal is not formally required by the MSP. Your advisor decides whether you must present orally to the entire committee or whether you can meet individually with committee members to get their approvals.
- If you are doing an oral defense you will need to book a conference room or classroom of your choice in which to have your defense.
- After your prelim warrant is signed by all committee members, please make sure I get a copy of the signed prelim warrant before you submit it to the Graduate School.
- After the thesis proposal form is signed, please make sure the original thesis proposal form is submitted to me. This form does not get submitted to the Graduate School.
- You will receive an e-mail from the Graduate School indicating when your dissertator status will commence.
- Once you are dissertator status, you must enroll every semester for 3 research credits until you defend your PhD. You should not take courses after you've reached dissertator status, unless they are directly related to your thesis, and again, the total credit load for a dissertator has to be 3 credits every semester.

Any questions, please ask me.

Thanks,

Diana Rhoads, Materials Science Program, UW-Madison