Master's Degree Warrant Request Form

Warrants must be requested a minimum of 3 weeks before the defense/exam.
Return to Graduate Student Coordinator with a copy of your current student record.

Enter term you expect to complete the degree requirements and graduate_____

Date of Request:_____   Date of defense/exam:_____

Student's Name:_____ 10 –digit campus ID number_____
            (Last, First, Middle)
E-mail: _____

Program Name for Degree expected:_____

Degree Expected: (MS or PhD)_____

Is this student in or will they continue for a PhD in the same program? YES ☐   NO ☐

Independent Study Option or Thesis Option?_____

Is the student required to deposit a print copy of the thesis in Memorial Library?
(Student must discuss with advisor)   YES ☐   NO ☐

Will student turn in an electronic thesis copy to the Graduate Coordinator to deposit in Minds@UW?
(Student must discuss with advisor)   YES ☐   NO ☐

Committee Member Names: (Last, First, Middle)

1. _____

2. _____

3. _____

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.

1. Graduate Registration for a minimum of two 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 requirements for the appropriate degree and have a graduate GPA of at least 3.00.
3. All incomplete and unreported grades or P (progress) grades in anything other than research/thesis (790, 990) must have been cleared. Independent study (699, 999) must be given a grade (not P-progress) each semester.
4. Students receiving a second (or third) master's degree from UW- Madison and students receiving two degrees during the same semester, must submit an official (signed by the appropriate adviser for department chair) lists of courses used for each degree. See double degree in Academic Policies and Procedures https://grad.wisc.edu/acadpolicy/
5. Minimum Graduate Coursework (50%) Requirement: At least 50% of credits applied toward the graduate degree credit requirement must be completed in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide.