

## Graduation Request Form

*Before completing this form and other graduation steps, please confirm you have met all program requirements comparing your coursework against the requirements listed in the Academic Guide. If you are seeking the Epidemiology Option, be sure you have satisfied those requirements as well. In addition, make sure any incomplete and progress grades are resolved.*

### Deadlines to Submit Graduation Requests:

*Fall: October 15 or 4 weeks before defense (whichever occurs sooner)*

*Spring/Summer: March 15 or 4 weeks before defense (whichever occurs sooner)*

1. Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_
2. Please indicate the term AND year of your graduation: \_\_\_\_\_
3. Please indicate whether you plan on attending the Commencement Ceremony at the Kohl Center (so your name can be included in the commencement program).  
You can find Commencement schedules here:  
<https://commencement.wisc.edu/>  
Please check one:  Fall  Spring  Neither
4. PhD students: If you are attending the Commencement Ceremony at the Kohl Center, please indicate who you anticipate or would like to be your faculty escort.  
\_\_\_\_\_
5. Please indicate whether you plan on attending the Population Health Sciences Graduation Celebration on the Friday of the May Commencement Weekend. Your intent can be tentative; this information simply helps plan the event.  
Please check one:  Yes  No  Maybe
6. Submit a completed Warrant Request Form with this Graduation Form. Warrant request forms are available on the [PHS website](#).
7. Please email a recent copy of your resume or CV to [quinn.fullenkamp@wisc.edu](mailto:quinn.fullenkamp@wisc.edu).

*All required documents must be filed in the MS/PhD Graduate Program Office (744 WARF).*

## Graduation – Next Steps

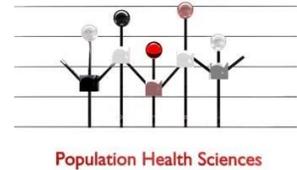
*Please be sure to retain “Graduation – Next Steps” and “Alumni Resources” after you submit the Graduation Request Form. These documents will help guide you through graduation and beyond!*

1. Schedule defense date as well as reserve room and any needed audiovisual equipment.
2. Distribute thesis/dissertation to committee members before defense date. **MS Students:** at least 2 weeks before the defense date. **PhD Students:** at least 4 weeks before the defense date
3. **PhD Students:** The public seminar component of your defense must be publicized at least 2 weeks in advance by hanging signs on the Departmental bulletin boards (on floors 3, 5, 6, 7, and 10) and by sending an email to the Graduate Program Coordinator who will forward the information to students and faculty.
4. You will be notified via email when your Warrant arrives in the Department and is available for pick-up.
5. Present thesis/dissertation to committee.
6. Have all your committee members sign your warrant. **MS students:** Do NOT write the name of your thesis on your warrant. If you do, your degree will not be posted until you have deposited your thesis at Memorial Library.
7. Submit the signed warrant before term graduation deadline: <https://grad.wisc.edu/deadlines/> **MS students:** Submit signed warrant to 744 WARF. **PhD students:** Visit <https://grad.wisc.edu/current-students/doctoral-guide/> for complete information on how to submit your final dissertation. Please also provide a copy of your signed warrant to 744 WARF.
8. Submit a pdf copy of thesis/dissertation to the Department (744 WARF) within two weeks of the graduation deadline. (see the Academic Guide for further details)
9. Submit a final copy of thesis/dissertation to at least your committee chair within two weeks of graduation deadline (see the Academic Guide for further details)
10. Celebrate! You have completed your degree! Congratulations!



University of Wisconsin  
SCHOOL OF MEDICINE  
AND PUBLIC HEALTH

## Population Health MS/PhD Graduate Program



### Alumni Resources

As you move from life as a student to life as a working professional, there are important steps you can take to keep your career on track and to network with colleagues. We highly encourage you to take advantage of these resources – particularly with the WAA. Staying connected through these various channels is a smart move for your career!

Utilize **Wisconsin Alumni Association** (WAA) Resources ([www.uwalumni.com](http://www.uwalumni.com)) -- Register with WAA and login to their alumni directory. They also offer various career resources such as the Badger Career Network, workshops, networking events, job boards, etc. The WAA website has lots of parts to it; it might be useful to start with the "Quick Links" at the bottom of their homepage.

**Stay in touch with our department!** Thank you for all your hard work and the contributions you made to the department. You will be missed and we consider you a part of the Population Health family! So, it's only natural that we want to know your future plans and contact information (even if unknown or tentative) – such as a future/current job, educational plans, post-doc, fellowship, etc. **At the very least, please provide us with a non-Wisc email account** so we can stay in touch with you regarding news in the department, job opportunities, and more! In addition, as you progress in your career, please drop us a note as you secure job positions or make noteworthy contributions in the field!

Join **Facebook** ([www.facebook.com](http://www.facebook.com)) -- After joining, become a "member" of our PHS group. Search for "University of Wisconsin Population Health Sciences" to find the PHS group and join. Feel free to start a discussion, upload photos, videos, or just write something on the wall. Also consider joining other networking "groups" of interest such as the "Wisconsin Alumni Association" or become a "fan" of pages of interest such as "Bucky Badger." Once you join Facebook, you may want to adjust your privacy settings to match your level of comfort with sharing your own Facebook page with others.

Join **LinkedIn** ([www.linkedin.com](http://www.linkedin.com)) -- This is more of a professional social networking site more exclusive to careers/professional development than Facebook. However, Facebook is still worthwhile to join since it is so widely used. LinkedIn also has "groups" you can join such as "University of Wisconsin Population Health Sciences" and "Wisconsin Alumni Association." Search for these groups and join. Also, consider joining other networking groups of interest to you.