Graduate School E-Warrants
Step-by-Step Guide for Graduate Program Coordinators to Requesting E-Warrants

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E-Warrants Overview

A warrant is a program’s recommendation that a student be either granted a degree or admitted to doctoral candidacy. It notifies the Graduate School that the student has met both Graduate School and program requirements. Warrants are requested **electronically** by the Graduate Program Coordinator and must be returned to the Graduate School with faculty signatures upon completion of degree requirements.

- Used for Prelim, MS, and PhD warrants
  - Dual degrees & Double degrees are okay to request
  - Joint degrees are the only ones NOT included in E-Warrants
Requesting E-Warrant System Access:

- Graduate Program Coordinators should fill out the following Google form to request access to the E-Warrants system:
  - [https://docs.google.com/forms/d/e/1FAIpQLSfVsFfVh-1FlSo6qc2gLwkJ-I8yn5oA2Pkjx-1ldviM6KCw/viewform#start=invite](https://docs.google.com/forms/d/e/1FAIpQLSfVsFfVh-1FlSo6qc2gLwkJ-I8yn5oA2Pkjx-1ldviM6KCw/viewform#start=invite)
  - Please allow two weeks for access to be approved by the Graduate School ImageNow security at DoIT
  - You will be notified by the Graduate School once security has been granted
Graduate Program Coordinator:  
Steps to Requesting a Warrant

1. Go to [https://my.gradsch.wisc.edu/greu/sara.html](https://my.gradsch.wisc.edu/greu/sara.html) and login with net ID.

2. Search for one of your students by either campus ID, EMPLID, or last/first name
   i. Select the term for which you are requesting the warrant.
   ii. Click “Search”

3. You will see a row for each plan that the student is enrolled in (e.g. MS 229L&S)
   i. Click on the student’s name for the appropriate plan.
   ii. Next you will see a pop-up window with various eligibility criteria, indicating:
      - “Yes” if the student meets the criteria
      - “No” if he/she does not

4. Click on the “Request” button
   i. Login again with net ID (If you are submitting several requests, you will only need to log in the first time)

5. A new window will open with the warrant request eform

6. Complete the rest of the fields on the form—if student has NOT completed any prior coursework, skip those fields

7. Click the “Save” button at the bottom of the screen
   i. It will take a few seconds, and you’ll get a message stating that the form was submitted successfully

8. The warrant request eform is now in ImageNow, being reviewed by a degree coordinator
   i. You won’t receive an email until after a degree coordinator has approved it

*Step-by-step instructions to follow*
Graduate Program Coordinator:
Requesting an E-Warrant

- Search for student by name, Empl ID, or Campus ID in Graduate Education Utilities (GrEU)
  - [https://my.gradsch.wisc.edu/greu/sara.html](https://my.gradsch.wisc.edu/greu/sara.html)
- Select proper term
- Click “Search”
Graduate Program Coordinator:
Requesting an E-Warrant

• Select the student name on the line for the appropriate plan: PHD or MS
  • Example: PhD line for Prelim Warrant

![Image of student academic records administration interface]
GrEU:

• Records the requestor and date when the request was made
  • Make sure you select the student’s correct advisor and term they will be graduating
Graduate Program Coordinator: Requesting an E-Warrant

- A pop-up window shows whether or not the eligibility criteria have been met
  - Green check mark = Yes requirement has been fulfilled, OR Red X = No requirement has not yet been satisfied
Graduate Program Coordinator:
Requesting an E-Warrant

• There is an option to change degree level in order to request different warrants
  • Ex: from Masters to PhD or vice versa
Graduate Program Coordinator:

Requesting an E-Warrant

• A pop-up window asks for confirmation of action:
  • Make sure your pop-up blocker is disabled
Graduate Program Coordinator: Requesting an E-Warrant

• A pop-up window appears after confirmation of requesting the warrant
  • Select UW-Madison
  • Log into with NetID when prompted
  • Make sure your pop-up blocker is disabled in order for the request form to appear in a new window
Graduate Program Coordinator:
Completing the Warrant Request

• Once confirming you’d like to request a warrant, a pop-up window will appear with a fillable E-Warrant request
• You may now begin completing the request form
• Examples to follow
Graduate Program Coordinator:
Completing the Warrant Request

• Fill out E-Warrant request on ImageNow forms server
  • Student, requestor, program/planning, information already completed by the system (pulls from SIS)
  • Input all appropriate dates
    • Choose correct term and student program
  • **YOU MAY SKIP** the prior coursework section if student has **NOT** completed:
    • Graduate coursework from other institutions
    • Coursework transferred from UW-Madison undergraduate career
    • Coursework as a UW-Madison Special Student
• Electronic warrant request form is similar to the paper form
• Enter in proposed committee members

• For *Master’s warrants*:
  • Check box if student is required to deposit thesis to Memorial Library
  • Check box if student is allowed to continue in SAME program Ph.D.
  • Check box if student has satisfied 50% minimum credit requirement of graduate coursework
    • Add the total number of degree credits required by program

• Include any notes necessary meant for degree coordinators
  • i.e. if the student submitted a grade change that has not yet been reflected

• **SUBMIT** the E-Warrant once all relevant fields have been entered

• Once “Submit Form” has been clicked, a message will appear stating: “Form Submitted Successfully”.
  • This is a confirmation that the warrant request has been sent to the Graduate School

• Your role is done now **UNTIL** you receive the approval/denial email from the degree coordinator
Example of Masters Warrant Request:

Master’s Warrant Request Form

Warrant must be requested a minimum of 3 weeks before the defense date of the degree candidate.

Student's First and Middle Name

Student's Last Name

Student's Email

Registrar's Name

Registrar's Email

Date of Request

Program

Anthropology - 0017

Degree

Masters

Degree Term

Fall 2021

Exempt Defense Date

Partial Defense

- Student may continue for a PhD in the same program.
- Student is required to deposit a thesis in Memorial Library.

HEC RELATED POLICIES: Any student nearing or enrolled in a graduate program or after Fall 2014 must adhere to the HEC-related policies. The Masters Graduate Coursework (MGC) Exam/Grading and Prior Coursework sections below must be completed if the HEC-related policies apply to your student.

MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT:

Total Number of Degree Credits Required by the Program

At least 50% of the minimum credit requirement listed above has been satisfied with graduate coursework.

Prior Coursework: A student's program may decide to accept coursework completed outside of the student's graduate career at UW-Madison. When these courses are optional and count as the requirements of a graduate course in the degree, coursework which was taken five or more years prior to admission to the student's degree program must be taken one or more years prior to admission to a doctoral degree or coursework earned two or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

The following Prior Coursework has been approved by the Graduate Program and does not exceed the maximum allowed for the Graduate School.

Prior Coursework: Masters Graduate Coursework from Other Institution(s):

Prior Graduate Graduation from Other Institution(s):

Student's last name of institution to which degree earned.

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Prior Coursework: Transfer from University Special Student Status at UW-Madison

Transfer from University Special Status at UW-Madison: Select the appropriate checkbox to indicate if the credits are being transferred from UW-Madison (limited to 15 credits total). The Minimum Graduate Coursework requirement on the Mathematics Undergraduate Education Policy: (Transfer) must be met or exceeded by the Transfer from University Special Status at UW-Madison policy.

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Prior Coursework: Transfer from University Special Student Status at UW-Madison

Transfer from University Special Student Status at UW-Madison: Select the appropriate checkbox to indicate if the credits are being transferred from UW-Madison (limited to 15 credits total). The Minimum Graduate Degree Requirement must be met or exceeded by the Transfer from University Special Student Status at UW-Madison policy.

Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

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Minimum Graduate Degree Requirement

Minimum Graduate Degree Requirement

Committee Member:

See the Graduate School policy on Committee Member.

Advisor

Chair:

Department

Graduate Degree Completion Requirement

Graduate Degree Completion Requirement

Graduate Degree Completion Requirement

Graduate Degree Completion Requirement

Graduate Degree Completion Requirement

Note:

After you click "submit" this request will be reviewed electronically by a degree coordinator in the Graduate School. For a request to be accepted the following requirements must have been met when the request is required. If these requirements are not met, you will be contacted by a degree coordinator with additional instructions.

1. Graduate registration for a minimum of 2 graduate level credits (500 level or above for a grade, an audit, or pass/fail) or degree completion fee must be approved each term.

2. Student has met the credit requirements for the appropriate degree and has a graduate GPA of at least 3.0.

3. All non transferred and completed grades, or progress grades in anything other than research (max 499.79% or 999) must be given a grade (not progress) each semester.

4. Students receiving a second (or higher) masters degree from UW-Madison and students receiving two degrees during the same semester must submit official signed by appropriate advisor or department chair) 10 elective courses used for both degrees. Use double degree in Academic Policies and Procedures.

Please enter any comments (special considerations, etc) for Graduate School degree coordinator.

Submit Form
Example of Prelim Warrant Request:

PhD Request for Preliminary Warrant

Submit this request at least three weeks before the exam. Grades and current registration must be declared. Remember that a grade will not be issued if a course and exams are not being taken.

Student's First and Last Name: [Student's Name]
Student's Email: [Student's Email]
Requestor's Name: [Requestor's Name]
Requestor's Email: [Requestor's Email]

Program: [Program]
Degree: [Degree]
Minor: [Minor]
Second Minor: [Second Minor]

Proposed Date of Preliminary Exam: [Date]
Proposed Date of Start of Second Year: [Date]

Prior Coursework: Prior coursework from other institution(s):

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree Credit Requirement</th>
<th>Courses Taken</th>
<th>Credits Earned</th>
<th>Minimum Graduate Degree Credit Requirement</th>
<th>Minimum Graduate Degree Credit Requirement</th>
</tr>
</thead>
<tbody>
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</table>

Proposed Committee Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor</th>
<th>Title</th>
<th>Department</th>
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</tbody>
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Submit Form | Revert | Print |
Example of PhD Final Warrant Request:

PhD Final Degree Warrant Request Form

The form should be submitted three weeks before the final oral exam. When the Graduate School has approved the request, you will receive an email with instructions for printing the final warrant. If any changes are made in the scheduling of the committee or exam that final form must be submitted before the exam. Changes to dissertation title or date do not require a revised form. Click here to review degree deadlines.

Student’s First Name: [Redacted]
Student’s Last Name: [Redacted]
Student’s Email: [Redacted]
Requestor’s Name: [Redacted]
Requestor’s Email: [Redacted]

Date of Request: [Redacted]

Program: Anthropology - GIS/IT
Subplan: [Redacted]
Degree: PhD
Minor: [Redacted]
Degree Term: [Redacted]

Proposed Date of Final Oral Exam: [Redacted]

Dissertation title: [Redacted]

HLC RELATED POLICIES: Any student entering or reentering a graduate program on or after Fall 2014 must adhere to the HLC related policies. The Minimum Graduate Coursework (50%) Requirement section below must be completed if the HLC related policies apply to your student.

MINIMUM GRADUATE COURSEWORK (50%):
Total Number of Degree Credits Required by the Program: [Redacted]

At least 50% of the minimum credit requirement listed above has been satisfied with graduate coursework. See Minimum Graduate Coursework (50%) Requirement

The following faculty members have agreed to serve on the Final PhD Oral Exam Committee for the above named student:

Committee Members Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Address/ Email</th>
<th>NetID</th>
<th>Title</th>
<th>Department</th>
<th>Reader/ NonReader</th>
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</thead>
<tbody>
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<td>[Redacted]</td>
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NetID Required After you click “submit” this request will be reviewed electronically by a degree coordinator in the Graduate School.

Please enter any comments (special considerations, etc.) for Graduate School degree coordinators:

[Redacted]
Example of Professional Warrant Request:

Professional Doctoral Warrant Request Form

Warrant must be requested a minimum of 3 weeks before the defense exam or the degree deadline.

<table>
<thead>
<tr>
<th>Name Field 1</th>
<th>Name Field 2</th>
<th>Name Field 3</th>
<th>Name Field 4</th>
<th>Name Field 5</th>
<th>Name Field 6</th>
<th>Name Field 7</th>
<th>Name Field 8</th>
<th>Name Field 9</th>
<th>Name Field 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Jane Smith</td>
<td>John Brown</td>
<td>Mary White</td>
<td>Robert Lee</td>
<td>Sarah Davis</td>
<td>Emily Johnson</td>
<td>Michael Johnson</td>
<td>David Lee</td>
<td>Elizabeth Clark</td>
</tr>
</tbody>
</table>

Date of Request: [12/03/2023]

Program: [Academics: Department - AOD]

Degree: [PHD]

Documents:

- [Example Document 1]
- [Example Document 2]
- [Example Document 3]

Minimum Graduate Coursework Requirement: [50%]

Credits: [50]

Minimum Graduate Degree Requirement: [50%

Condition: [Example Condition]

Committee Members:

- [Name 1]
- [Name 2]
- [Name 3]

Prior Coursework: Transfer from University Special Student Career at UW-Madison

Total Number of Degree Credits Required by the Program: [50]

After you click "send" this request will be reviewed electronically by a degree coordinator in the Graduate School. For a warrant to be issued the following requirements must be met:

1. Graduate registration for minimum of 9 graduate-level credits (200 level or above) for a grade, no audits, or pass/credit; or degree completion must be approved and noted.
2. Minimum Graduate Degree Requirement (400 level or above).
3. All incomplete and repeated grades, or progress grades in any degree of study other than research thesis (grade: 400, 500, 600) must be passed (not repeated) prior to warrant.

Please enter any concerns (special consideration, etc.) for Graduate School degree coordinators.

[Additional Information]

[Submit Form] [Preview] [Print]
Graduate Program Coordinator:

Printing the E-Warrant

• An email is sent from the Degree Coordinator in the Graduate School stating that the E-Warrant has been either approved OR denied

• If approved, click the web link to retrieve E-Warrant through WebNow

-----Original Message-----
From: elena.hsu@wisc.edu <elena.hsu@wisc.edu>
Sent: Wednesday, May 23, 2018 1:31 PM
To: [REDACTED]
Subject: Warrant approved for [REDACTED] type: A GRAD MastersWarrant

Dear Graduate Coordinator,

Your warrant request has been approved.

Document type: A GRAD MastersWarrant
Student name: [REDACTED]
StudentEMPLID: [REDACTED]
Document Notes (if any):

Please click the following link, login with netID, and print the final approved warrant.

Link: [REDACTED]

Masters and Prelim warrants must be signed and sent to 217 Bascom Hall. Doctoral students must upload the signed warrant to ProQuest when depositing their dissertation.

Thank you,
Elena Hou
Degree Coordinator
Graduate School
Graduate Program Coordinator:

Printing the E-Warrant

• You’ll be redirected to log in to the University of Wisconsin System
  • Select UW-Madison from the drop-down menu
  • Press “Go”
Graduate Program Coordinator:
Printing the E-Warrant

- You’ll be redirected to a WebNow page in your internet browser
- Select the Warrant_Print option from the “select presentation” drop down box in order to print off a paper copy of the warrant
  - No special paper is needed for printing
Graduate Program Coordinator:
Printing the E-Warrant

- The warrant will appear for you to review
- You have the option to print or save and download as a PDF so you can send to the student
- Once you print the warrant, you are all done!
Helpful Resources and How-to Guides:

• Step-by-step instructions on requesting E-Warrants
  • E-Warrant Process Overview Flowchart
  • HLC Updates to E-Warrants
  • Previews of E-Warrant Requests
  • Frequently Asked Questions and Troubleshooting

• Located:
  • www.grad.wisc.edu Knowledge Base (KB)
  • https://kb.wisc.edu/gsadminkb/page.php?id=34566
Questions?

• Please contact one of the following people with any questions regarding this procedure:

  • Masters E-Warrants: Elena Hsu
    • Elena.hsu@wisc.edu
    • (608) 890-279

  • Prelim & PhD E-Warrants: Alexandra (Xania) Walter
    • Alexandra.walter@wisc.edu
    • (608) 262-3011

  • E-Warrants Authorization & Troubleshooting:
    • Amy Kuether
      • Amy.Kuether@wisc.edu
      • (608) 265-0519
    • Dana Maltby
      • acservpa@grad.wisc.edu
      • (608) 265-9070