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/1FAIpQLSdrNVhWLcvSvmxMAkg40uH7lEBHueF5TZ_-WGcg_aQiU41YnA/viewform?usp=sf_link](https://docs.google.com/forms/d/e/1FAIpQLSdrNVhWLcvSvmxMAkg40uH7lEBHueF5TZ_-WGcg_aQiU41YnA/viewform?usp=sf_link)
  • 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 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:
      o “Yes” if the student meets the criteria
      o “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

• Select proper student degree completion term
  • Ex: If a student confirms Fall 2019, please select that 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
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

![Image of GrEU interface](Image)
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/plan, 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
Graduate Program Coordinator: Completing the Warrant Request

- 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 or on the day of the defense.

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

Date of Request: [Blank] [Blank]

Program: [Blank]
Field: [Blank]
Title: [Blank]

Prior coursework: Transfer from University Special Student Center at UW-Madison

Degree Credit Requirement: 300 or above

Committee Members: See the Graduate School policy on Committee Members

Name: [Blank]
Title: [Blank]

Department: [Blank]

Please enter any comments (special considerations, etc.) for Graduate School coordinator: [Blank]

Submit Form | Reset | Print
Example of Prelim Warrant Request:

PhD Request for Preliminary Warrant

Student's First and Middle Names: 
Student's Last Name: 
Campus ID: 
Student Email: 
Requestor's Name: 
Requestor's Email: 

Date of Request: 
Program: 
Subdepartment: 
Degree: 
Minor: 
Second Minor: 

Proposed Date of Prelim Exam: 
Proposed Date of Completion of Minor: 
Proposed Date of Completion of Second Minor: 

HLC RELATED POLICIES: Any student seeking or admitted to a graduate program may, after Fall 2014, must adhere to the HLC related policies. The Prior Coursework section below must be completed if the HLC related policies apply to your student.

PRIOR COURSEWORK: A student is permitted to accept coursework completed outside of the student's graduate program at UW-Madison when those courses are cognate and meet the expectations of a graduate work for the degree. Courses completed in or up to nine years prior to admission to a master's degree or seven years prior to admission to a doctoral degree are not allowed to satisfy requirements. The following prior coursework has been approved by the graduate program and does not exceed the maximum allowed by the Graduate School.

Prior Graduate Coursework:

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Prior Institution(s)</th>
<th>Minimum Graduate Coursework (10%)</th>
<th>Minimum Graduate Coursework (20%)</th>
<th>Required Graduate Coursework (90%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

University of Wisconsin-Madison Graduate School
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 membership of the committee, a revised final form must be submitted before the exam. Changes in dissertation title or date do not require a revised form. Click here to review degree deadlines.

Student's First Name: [Redacted]  Campus ID: [Redacted]
Student's Last Name: [Redacted]  EUGID: [Redacted]
Requestor's Name: [Redacted]  Requestor's Email: [Redacted]

Date of Request: [Redacted]

Program: Anthropology - GIS

Track: [Redacted]
Degree: PhD

Degree Term: [Redacted]

Proposed Date of Final Oral Exam: [Redacted]

Dissertation title: [Redacted]

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

Minimum Graduate Coursework (50%) Requirement:

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 Names:

Name: [Redacted]  Advisor: [Redacted]  Title: [Redacted]
Department: [Redacted]  Reader: [Redacted]  Non-Reader: [Redacted]

“PhD Requested” 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 3-6 weeks before the defense/submit in the thesis/dissertation.

Student First and Middle Names: [Redacted]
Student Last Name: [Redacted]
Campus ID: [Redacted]
Student Email: ENPLID

Requestors Name: [Redacted]
Requestors Email: [Redacted]

Date of Request: [Redacted]

Program: Psychology Professional: ABD
Submajor: [Redacted]
Degree: PhD
Term: Fall 2018

Exam defense date: [Redacted]
Exam title: [Redacted]

HLC RELATED POLICIES: Any student entering or graduating from a graduate program in or after Fall 2014 must adhere to the HLC related policies. The Minimum Graduate Coursework (30%) Requirement and Prior Coursework sections below must be completed if the HLC related policies apply to your student.

MINIMUM GRADUATE COURSEWORK (30%) REQUIREMENT:
Total Number of Degree Credits Required by the Program: [Redacted]

PRIOR COURSEWORK: A student’s program must ensure coursebook completed outside of the student’s graduate program in the coursebook completed under the direction of a graduate advisor for the degree to be granted. The student’s program must meet the requirements of the minimum graduate coursework required. The student’s program must receive the student’s advisor’s approval to meet the requirements of the minimum graduate coursework required.

The following Prior Coursework has been approved by the student’s program and does not exceed the maximum allowed by the Graduate School: Prior Coursework: Prior Graduate Coursework from Other Institution(s), Prior Graduate Coursework from Other Institution(s).

Submit one or both class times to ensure if the credits are being applied towards the University Graduate Course Requirement or the Individual Graduate Course Requirement. Coursework from other institutions is not allowed to count towards the University Graduate Course Requirement.

Minimum Graduate Coursework (30%) Requirement:

Minimum Graduate Coursework (30%) Requirement:

Eligibility summary (advocacy):

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Eligibility summary (advocacy):

Eligibility summary (advocacy):
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: 
Subject: Warrant approved for Masters 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 net ID, and print the final approved warrant.

Link: https://imaging.wisc.edu/perceptiveexperience/#documents/view/321212f_017G2M13000112Z/document/321225N_01Y3ZC PPPV0000GXX?simplemode=true

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 Hsu
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/gsadmingkb/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