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/1FAIpQLSfV5sFfVh-1fI5o6qc2gLwkj-I8yn5oA2Pjkx-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 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 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
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 date or the degree defense.

<table>
<thead>
<tr>
<th>Student's First and Middle Name</th>
<th>Campus ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E000000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>Student Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Register's Name</th>
<th>Register's Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Program</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anthropology</td>
<td>Ph.D.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Date of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/1/2015</td>
</tr>
</tbody>
</table>

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

### HRC RELATED POLICIES

Any student assuming responsibility to originate the credits being requested must adhere to the HRC related policies. The University Graduate Coursework (CGC) requirement and Prior Coursework sections below must be completed and the HRC related policies apply to your students.

### MINIMUM GRADUATE COURSEWORK (90% REQUIREMENT)

#### Prior Coursework

- A student’s program may decide to accept coursework completed outside of the student’s graduate degree at UW-Madison when those courses are equivalent and have similar or higher credits for the degree. Courses must be at the 500 or above level. Courses must be completed outside of the student’s degree program and at least two years prior to graduation.

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

- Students must meet the following requirements:

#### Committee Members

Name: (Graduate School) [or] [Committee Chair]

Advisor: [Name]

Department: [Name]

**Prior Coursework:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Non-credit coursework:**

- Students must have completed a minimum of 90% of coursework at UW-Madison.
- The remaining coursework must be completed by the student’s graduation date.

Please enter any comments or special statements to the Graduate School degree coordinator.
Example of Prelim Warrant Request:

PhD Request for Preliminary Warrant

Select this request at least three months before the exam. Grades and current registration must be checked. Remember that a paper will not be issued if there are unacceptable grades or progress grades in anything other than research basis (usually HU). Independent study (Grades of SP or SPY) must be given a grade (not progress) each semester. Click here to review degree timelines for dissertation eligibility.

Student's First and Middle Name
Student's Last Name
Student's Email
Respondent's Name
Respondent's Email
Date of Request

Program
Subject
Degree
Minor
Second Minor

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

HEC RELATED POLICIES
Any student entering or admitted to a graduate program on or after Fall 2011 must adhere to the HEC related policies. The Prior Coursework section below must be completed if the HEC related policies apply to your student.

PRIOR COURSEWORK
A student’s program must decide to accept coursework completed outside the student’s graduate career at UW-Madison when those courses are rigorous and meet the expectations of a graduate work for the degree. Coursework earned five or more years prior to admission to a master’s degree or coursework earned ten or more years prior to commencement of 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 by the Graduate School.

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

Prior Graduate Coursework from Other Institution(s)

Number of Credits
List Institution, year(s) taken, course subject name and number (e.g., UC Davis, Fall 2013, Psychology 560)
Minimum Graduate Degree Credit Requirement
Minimum Graduate Degree Credit Requirement

Eligibility necessary (advisory):

Submitted:
Examinations:
Passed at least 2/3 passed, graded credit:
Minimum Pass Grade
Passed 10 Total Grade
Entered or enrolled as or after Fall 2014 (UC effective date)
Meet Minimum Graduate Degree Credit Requirement (HEC passed 12 total GPA credit:)

Department:

University of Wisconsin-Madison Graduate School
Example of PhD Final Warrant Request:
Example of Professional Warrant Request:

Professional Doctoral Warrant Request Form

Warrant must be requested a maximum of 3 weeks before the defense exam and the degree deadline.

Student's First and Middle Name
Student's Last Name
Student's Email
Requester's Name
Requester's Email
Date of Request
Program: Accounting
Major: PhD
Degree: PhD
Term: Summer 2013

Exams Santos Date

Title:

Minimum Grade Coursework (48%)

Prior Coursework: Transfer from University of Wisconsin-Madison

Name
Advisor
Title
Department

After you fill in this form, verify that the request will be submitted electronically by a degree coordinator in the Graduate School. To be successfully issued, the following requirements must be met. Each requirement must be completed and submitted individually:

1. Graduate examination for minimum of 100 completed and above for a grade, a pass, or pass/credit. Courses must be approved and listed.
2. Student must meet the minimum requirements for the appropriate degree and have a graduate GPA of 3.00.
3. Credit earned in an approved program is not credited toward the minimum requirements (only 10% of the total credit hours included).

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

Minimum Graduate Course Requirement

Number of Credits

Minimum Graduate Course Requirement (48%)

Submit Form
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 [name] type: A GRAD MastersWarrant

Dear Graduate Coordinator,

Your warrant request has been approved.

Document type: A_GRAD_MastersWarrant
Student name: [name]
Student EMPLID: [number]
Document Notes (if any):

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

Link: https://imaging.wisc.edu/perceptiveexperience/#documents/view/S21Z3cF_0177G2M1300EEZ/document/S21Z25N_01Y3ZCPYY0X00GX?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/gsadminkb/page.php?id=34566
Questions?

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

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

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

  • Katie Block: E-Warrants Authorization & Troubleshooting
    • Katelyn.block@wisc.edu
    • (608) 262-9209