

Completing Your WRTC Degree

Below is a list of steps to take to complete your WRTC graduate degree in a timely fashion. While the semesters listed apply only to full-time students, the steps and their order also apply to part-time students.

After accepting admission into the program:

- 1 Register for fall courses on [MyMadison](#) (May)
- 2 Complete an [Assistantship Contract](#) (May)—if applicable
- 3 Attend the Graduate School general orientation (August)
- 4 Attend the WRTC graduate orientation (August)
- 5 Complete the “[pre-test](#)” assessment (log into Canvas required) (August)
- 6 Meet with your GA provider to establish responsibilities and hours (August)—if applicable

In your first fall semester:

- 7 Register for spring courses on [MyMadison](#) (October)
- 8 Submit materials to the WRTC graduate director for any transfer credit you want approved (October)—if applicable
- 9 Complete an [Approval of Transfer Credit Form](#) (November)—if applicable

In your first spring semester:

- 10 Register for fall courses on [MyMadison](#) (March)
- 11 Attend required meeting with graduate program director to go over the [Graduate Capstone Guidelines](#) (March)
- 12 Determine if you will be completing the internship or thesis for the capstone (March)
- 13 Consult with graduate faculty and select a capstone chair (after Spring Break / April)
- 14 Complete paperwork for Fall/Spring GA or TA placement—if applicable
- 15 Consult with your chair to select two additional members for your capstone committee (May)
- 16 If choosing the thesis option, file a [Thesis Committee Approval form](#) (May)
- 17 Complete an [Assistantship Contract](#) (May)—if applicable
- 18 Schedule a meeting with your capstone chair to plan for summer capstone proposal work

In the summer between years one and two:

- 19 Work on your thesis or internship proposal (Note: Faculty are not on contract over the summer so they may or may not be available for occasional email contact about your proposal before Aug. 15)

In your second fall semester:

- 20 Meet with your GA provider to establish responsibilities and hours (August)—if applicable
- 21 Visit the “[Degree Completion](#)” page on the Graduate School website to review requirements (September)
- 22 Defend your thesis proposal (mid-September) or internship proposal (early October)
- 23 File the graduation application by selecting the “Graduation” link on your [MyMadison](#) (mid-November)
- 24 Register for six spring capstone credits on [MyMadison](#) (November)
- 25 Complete an [Underload Request Form](#) for the spring semester if on assistantship (November)
- 26 File a Plan of Study Form with the WRTC graduate director (login to Canvas required) (December)

In your second spring semester:

- 27 Complete the “[post-test](#)” assessment (login to Canvas required) (January)
- 28 If completing a thesis, review the [Format Manual](#) (February)
- 29 Defend your thesis (early April) or internship (mid- to late-April)
- 30 File your thesis with the Graduate School (mid-April)
- 31 If completing a thesis, file a [Copyright/Embargo Form](#) (mid-April)
- 32 Attend Commencement (May)

Additional WRTC forms are located under “[Forms](#)” on the WRTC homepage

Additional Graduate School forms are located under “[Graduate School Forms](#)” on the Grad School homepage