



Degree Completion Fee Request Form for Master's Candidates

All graduating students must be registered for a minimum of 2 graduate level credits per UW Regents ruling. An exception may be made in specific situations to permit students not in residence at Madison, or students classified as non-residents for tuition purposes, to pay a degree completion fee in lieu of registration.

Completion of one of the following requirements exemplifies situations which are appropriate for payment of the fee:

- Defending an already completed master's thesis, project, or paper.
- Taking a comprehensive examination
- Removing an Incomplete grade - warrant has not been issued or signed

Although the Degree Completion Fee is comparable to 2 credits of in-state tuition, the Graduate School will consider requests for residents meeting the criteria. Other unique cases will be reviewed on an individual basis.

NOTE: The master's thesis, project, or paper must have been completed while the student was registered at UW Madison for graduate level courses. Students who have been writing or working on the thesis, project, or paper since the time of their last registration are *not* eligible to pay the degree completion fee, and must register for 2 graduate level credits.

Student Name:

Student ID Number:

Major Program:

Email Address:

Expected date of defense/
exam:

Date other requirements
completed:

Current Mailing Address:

Is a Master's thesis, paper, or project required for this student's degree? YES NO

If yes, please state date submitted to adviser in final form:

Please give a brief explanation of student's situation. State requirements remaining after student's last semester of registration. If none, state the reason degree was not granted at time of last registration:

Major Adviser's Name:

Dept.:

Major Adviser's Signature:

Date:

REQUEST APPROVED Student must submit fee of \$_____ payable to UW-Madison and one copy of this approved form to: Degree Coordinator, 500 Lincoln Drive, Rm 217, Madison WI 53706. Degree will be granted after payment of fee and receipt of signed warrant.

REQUEST DENIED Student must register for 2 graduate level credits

COMMENTS

GRADUATE SCHOOL APPROVAL:

DATE: