Dear Payroll and HR Personnel:

I am writing to inform you of an important change of procedure to determine the final date of degree conferral for master's and doctoral degrees in the Graduate School. Beginning with the summer term 2010, all graduate students will retain student status through the end of the semester, until the official date of graduation. This is a significant change for RAs in particular, who in the past have relinquished their student (and payroll) status on the date that they deposited their dissertations.

**Degree Conferral/Graduation Date:**

Graduate students who complete all degree requirements at any point during a term remain officially enrolled and retain student status through the official graduation date for that term, as determined by the Secretary of the Faculty and posted as degree conferral date on the transcript. For example, the official graduation date for Fall 2010 is December 24, 2010; see academic calendar at [http://www.secfac.wisc.edu/acadcal/](http://www.secfac.wisc.edu/acadcal/)

If it is necessary to provide proof of degree completion prior to the official graduation date (eg. to an employer, for a post-doctoral position, or other degree program), the student may request certification from the Registrar’s Office: [http://registrar.wisc.edu/posting_of_degrees.htm](http://registrar.wisc.edu/posting_of_degrees.htm)

Graduate assistants, fellows, and trainees may remain on the payroll until the end of the term, as stated above, or may be removed if necessary for a change of status (eg. to a post-doc or academic staff position) or end of grant funding. If a student is removed from the payroll, the Bursar's Office will check with the Graduate School to confirm graduation at the end of the given term and will maintain tuition remission for appropriately funded students if the student remains on the payroll as follows:

- Doctoral candidates: through the date of dissertation deposit;
- Non-thesis Master’s candidates: through the completion date stated on warrant;
- Thesis Master’s candidates: through the date thesis is received by the Memorial Library.

This policy was approved by the Graduate Faculty Executive Committee at their April 9, 2010 meeting.

For questions, please contact:
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Thanks,
Martin Cadwallader
Vice Chancellor for Research
and Dean of the Graduate School
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