WRM Requirements and Guidelines

**Advisory Committee Composition**

By the end of your 3rd semester, you should comprise your WRM advisory committee. You need at least 3 members on your committee including at least 2 UW-Madison faculty (those with the title of Assistant Professor, Associate Professor, and Professor). If you don't know someone's official title, check UW directory services [https://www.wisc.edu/search/](https://www.wisc.edu/search/) and type in their name. You can have a non-faculty, or even non-UW, member serve as the 3rd on your committee. Ideally that non-faculty or “external” member would have a master’s degree (or higher).

You need at least 2 departments represented on your advisory committee.

You need at least 1 faculty member who represents “science,” (think physical science or biological science) and at least 1 faculty member who represents “human dimensions” (think social science or arts/humanities).

**Evaluation & Guidance (E&G) Form**


Please keep each course to just one line on the form. Thus, abbreviate departmental designations, course titles, and terms/years where appropriate.

Send a draft of your form to Jim Miller once you have it filled out so he can make sure you’ll have satisfied the curriculum and committee membership requirements.

**Evaluation & Guidance (E&G) Conference**

(aka, program certification meeting with your advisory committee)

Schedule an hour-long meeting with your whole advisory committee. Ideally, this meeting should take place by the end of your 3rd semester, if not even earlier, so you can take advantage of more input from your committee on course selections.

Send them your E&G form in advance so they have a chance to look over it beforehand.

In the meeting, you’ll discuss your courses and curriculum and how they support your career goals for the first half-hour or so, and then the remaining time can be left for next steps after graduation like employment!

- What types of organizations are you looking into?
- What does your network look like?
- Do you have any leads?
- Do your committee members have any advice and/or leads?

Have each of them sign the E&G form, and then get that form to Jim (via e-mail is just fine).
Remind your advisor/committee chair to e-mail a memo to Jim indicating the committee’s approval of your curriculum. This is simply referred to as the Advisor Approval Memo.

**Graduation**
At least 3 weeks prior to the end of the term in which you intend to finish, you must request a graduation warrant through Jim or the Academic Programs Office (70 Science Hall).

Once you have this warrant, you must circulate it among your advisory committee members to acquire their signatures.

After each one of them has signed the warrant, it then must be submitted to Jim or the Academic Programs Office (70 Science Hall).

You must be enrolled for a minimum of 2 credits the term in which you intend to graduate.

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