Graduation Training for Graduate Advisors

Spring 2018
Graduate Enrollment Management Services
The Graduate School
SESSION OVERVIEW

- Key Terms
- Expectations and Responsibilities
- Timelines & GEMS Graduation Process
- Student Petitions
- Degree Audit Crash Course
- Best Practices- what to do before recommending
- Recommending Graduation
- Questions
GRADUATION
Key terms and definitions

> **Master’s Request:** Application for graduation for a Master’s degree, submitted by the student in MyGrad.

> **General Exam:** The student’s request for advancement to candidacy for a doctoral degree. The exam is scheduled by the student in MyGrad. The GPA approves the exam date/time/place and enters the exam outcome into MyGrad based on the decision conveyed on the exam warrant.

> **Final Exam:** The dissertation defense and a doctoral student’s application for graduation. The exam is scheduled by the student in MyGrad. The GPA approves the exam date/time/place and enters the exam outcome into MyGrad based on the decision conveyed on the exam warrant.

> **Warrant:** department’s record of recommendation for advancement to candidacy, graduation or completion of degree requirements. To be signed by faculty and kept in the student’s file in the department.

> **GSR:** Graduate School Representative
GRADUATION

Key terms and definitions

> **Committee Approval Form**: certifies that the student’s faculty committee has examined the final copy of the thesis or dissertation, have found it complete and satisfactory, and confirm that any and all revisions required by the final examining committee have been made by the student.

> **ETD**: Electronic Thesis or Dissertation

> **ProQuest**: The dissertation and theses database where UW students deposit and publish their scholarly work (ETD).

> **ResearchWorks**: The UW institutional repository for theses and dissertations, maintained by the libraries.

> **GARS**: Graduation and Academic Records Office in the Registrar.
  > This unit mails diplomas and maintains official UW transcript records.

> **Letter of certification**: An official letter a student may request from GEMS verifying completion of degree requirements before degree is formally posted to the UW transcript.
GRADUATION
Key terms and definitions

> **Degree Audit**: A computer-generated analysis that enables students and their advisers to assess the student’s academic progress and unfulfilled degree requirements. The degree audit also enables the Graduate School to review UW graduate degrees.

> **DARS**: Degree Audit Reporting System

> **Encoding**: The process of converting degree program graduation requirements into a coded form that can be read by a computer. Encoding is done by staff in the Degree Audit Reporting System (DARS) Office in the UW Registrar’s Office.

> **Concurrent or manual audit**: For students with more than one program/degree code, a manual paper audit substitutes for the electronic degree audit in MyGrad Program.

  – The audit process entails printing a student’s transcript and manually highlighting/counting the credits and courses taken to fulfill each degree’s requirements. Students are instructed to complete this and submit the color-coded transcript to GEMS by the end of the quarter.
GRADUATION
Key terms and definitions

> **Degree Program**: This refers to a graduate degree offering unit, which is most often, but not always, a department.

> **Degree Code**: A combination of codes that uniquely identify a degree program at the UW. When students graduate, the degree code attached to their record is mapped to the degree audit for that degree.

Example: *Master of Science (Computational Linguistics) 0-C-LING-10-2-5*

<p>| | | | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>0</td>
<td>C</td>
<td>LING</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Campus Code</td>
<td>College Code</td>
<td>Major Code (Abbreviation)</td>
<td>Pathway Code</td>
<td>Degree Level Code</td>
</tr>
</tbody>
</table>

A report on Degree Codes can be retrieved from the [B.I. Portal](#).
GRADUATION: Expectations and Responsibilities

- **Graduate Program Advisors**
  - Facilitate timely graduation for students by: reviewing and approving degree audits and student transcripts for departmental and Graduate School degree requirements, recommending graduation to GEMS by the Wednesday following the last day of the quarter or notifying GEMS of delayed recommendations, and following through on faculty grade submissions.
  - Be available via email after the deadline to recommend graduation to GEMS or designate a colleague GEMS can contact if there are questions about a student’s status, or if petitions are needed.

- **Student**
  - Submit Master’s Request and schedule exams (doctoral students) through MyGrad Program by deadline.
  - Submit thesis/dissertation by deadline (if required).
  - Complete coursework, program, and all other university requirements. Be available via email.
  - Review transcript and follow through on outstanding missing grades or discrepancies before leaving the university.

- **Faculty**
  - Submit grades by the Registrar’s deadline and communicate with GPA and students on status of grade submissions. Be available via email.

- **GEMS**
  - Review and approve thesis and dissertations, review and approve degree audits for Graduate School degree requirements, process graduation efficiently, coordinate with students and GPAs, communicate unsatisfied requirements in a timely and clear manner to students and GPAs.
Graduation Timeline
Spring 2018

**Department:** check graduating student's degree codes for accuracy and make updates as needed
At beginning of quarter

**Student:** Last day to enter Master's Request or Final Exam Request to have name published in Commencement Bulletin
Friday, April 13

**Student:** last day to file a Master's Request
Last day of instruction: Friday, June 1

**Student:** last day to submit ETD
Last day of quarter: Friday, June 8

**Student:** last day to submit approval form
Last day of quarter: Friday, June 8

**Faculty:** 5:00 p.m. deadline to submit grades
Tuesday, June 12

**Department:** deadline to recommend student graduation to GEMS
Wednesday, June 13

**GEMS:** Deliver ETDs to ProQuest and UW Library
Est: Thursday, July 12, 2018

2018

3/26/2018
First Day of Quarter

6/8/2018
Last Day of Quarter

**GEMS:** Reviewing ETDs and requesting formatting revisions from students
3/26/2018 – 7/12/2018

**GPAs:** Monitor progress, enter petitions & exceptions, monitor missing grades, submit recommendations, etc.
3/26/2018 – 6/13/2018

**GPAs:** Be available for questions as GEMS processes graduation
6/14/2018 – 7/12/2018

**GEMS:** Process Graduation
6/14/2018 – 7/12/2018
# GEMS Graduation Process

## What are we doing?

<table>
<thead>
<tr>
<th>JUNE 2018</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1</strong> <em>Deadline to submit a Master’s Request for Spring quarter Last day of instruction</em></td>
</tr>
<tr>
<td></td>
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<td></td>
<td><strong>8</strong> <em>Deadline to submit ETWs for spring graduates (11:59 p.m.) Last day of quarter</em></td>
</tr>
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<tr>
<td></td>
<td><strong>4</strong> <em>GEMS reviewing ETWs and processing candidacy today</em></td>
<td><strong>5</strong></td>
<td><strong>6</strong></td>
<td><strong>7</strong> <em>GEMS processing graduation</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>11</strong> <em>GEMS reviewing ETWs and processing candidacy today</em></td>
<td><strong>12</strong></td>
<td><strong>13</strong> <em>Deadline for departments to convey recommendations We can begin graduating students on this day</em></td>
<td><strong>14</strong> <em>GEMS processing graduation</em></td>
<td><strong>15</strong> <em>GEMS processing graduation GPAs to notify GEMS today of any late recommendations</em></td>
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<tr>
<td></td>
<td><strong>18</strong> <em>GEMS approving ETD revisions, processing graduation</em></td>
<td><strong>19</strong></td>
<td><strong>20</strong> <em>GEMS approving ETD revisions &amp; processing graduation</em></td>
<td><strong>21</strong> <em>GEMS approving ETD revisions &amp; processing graduation</em></td>
<td><strong>22</strong> <em>GEMS approving ETD revisions &amp; processing graduation</em></td>
</tr>
<tr>
<td></td>
<td><strong>25</strong> <em>GEMS processing graduation: clean-up phase</em></td>
<td><strong>26</strong></td>
<td><strong>27</strong> <em>GEMS processing graduation: clean-up phase</em></td>
<td><strong>28</strong> <em>GEMS processing graduation: clean-up phase</em></td>
<td><strong>29</strong> <em>GEMS processing graduation: clean-up phase Deadline to submit ETWs for students using Registration Waiver Fee (11:59 p.m.)</em></td>
</tr>
</tbody>
</table>

- GEMS Advisors divide graduation processing by Master’s and Doctoral degrees: A-K and L-Z
- Registration Waiver Fee students from prior quarter generally processed first
- We cannot begin graduating students until the Wednesday following the last day of quarter.
- Degrees post to student transcript (335 screen in SDB) via automatic uploads to SDB until ~ 2nd week of July.
- After the cut-off date, all requests for graduation are processed manually in coordination with GARS.

3 busiest days of graduation processing! During this time, all GEMS advisors are processing graduation as a priority task and prioritizing ‘clear/green audits’. All green degree audits will be graduated first. Any records with questions, missing grades, unsatisfactory requirements, etc. will be reviewed on the second round.
STUDENT PETITIONS

> **Definition:** A request to the Dean of the Graduate School to waive Graduate School degree requirements for enrolled or previously enrolled graduate students.

> **Process:**

– The student selects the petition type, provides a justification, and submits the petition in MyGrad Student View.

– The department reviews the student petition and makes a recommendation to the Graduate School.

– The Graduate School approves or denies the department’s recommendation and, if needed, takes action (e.g., makes changes to the student’s degree audit).

> Petitions may also be submitted on behalf of the student by the department (via the Student Detail page), but must be approved twice by the department in these cases (two-step process).
STUDENT PETITIONS

> Extension of time limit for degree completion

> Master’s degree: six years
> Doctoral degree: ten years
> Petitions should be submitted as soon as the student plans to graduate and the petition should specify the intended graduation quarter and year
> Details needed in petition:
  – Expected graduation quarter and year.
> If the department provides a reasonable justification of the circumstances requiring an extension of the time limit, the Graduate School will support a department’s recommendation
> If a student’s graduation is postponed, a new petition is needed with the new quarter and year they plan to graduate
STUDENT PETITIONS

> Count 12 GNM credits toward degree

A student may apply a maximum of twelve applicable Graduate Non-Matriculated credits towards a graduate degree.

– See Memo 37

> Petitions should be submitted as soon as an eligible student inquires about a waiver of Graduate School requirements.

> Details needed in petition:

– Course information including quarter and year taken, course prefix, and credit amount

> GNM credits will not appear on the degree audit until approved by petition

> GNM credits are automatically calculated into the cumulative GPA on student’s transcript. Approved GNM credits will be calculated into the cumulative GPA on student’s degree audit.
STUDENT PETITIONS

> Master’s degree – Transfer credits from another institution

> A student working toward the master’s degree may petition to transfer to UW the equivalent of a maximum of 6 quarter credits of graduate level coursework taken at another recognized academic institution. Credits may not have been used to satisfy requirements for another degree.

> Details needed in petition:
  – Name of institution, system (quarter, semester, etc.), confirmation that the credits were not used for another degree, course prefix, number, and name, and number of credits

> Student must submit an official transcript to GEMS unless the official transcript was previously submitted to GEMS for degree verification.

> The credits once approved will not appear on the student’s UW transcript but will be applied toward the total credits required in the degree audit.
STUDENT PETITIONS

> Waive up to 30 doctoral degree credits for previously earned graduate degree

> With the approval of the degree-granting unit, an appropriate master’s degree from an accredited institution may substitute for 30 credits of enrollment.

> Details needed in petition:
  - Name of institution, name of degree and date degree awarded, number of credits requested/approved.
  - The student or the department submits an official transcript to GEMS unless the official transcript was previously submitted to GEMS for degree verification.

> The credits once approved will not appear on the student’s UW transcript but will be applied toward the total credits required in the degree audit.
STUDENT PETITIONS
Submission & Approval Process

- Student submission process via MyGrad – Student View
- Student selects Submit a petition to the dean
- Note: cannot be accessed until after matriculation as graduate student
STUDENT PETITIONS
Submission & Approval Process

- Student selects Submit a Petition
STUDENT PETITIONS
Submission & Approval Process

Submit a petition to the Dean or check the status of a petition

Students may submit a petition to the Dean of the Graduate School to request a waiver of Graduate School requirements. All petitions are first approved by the departmental Graduate Program Coordinator and referred to the Graduate School for approval. You will be sent an email when your petition is acted on, but you can also return to this site for status.

To submit a petition for approval, follow the three steps below to complete the petition form and submit it for approval.

1. Specify type
   Please select a petition type

2. Write petition justification (limit 1000 characters)

3. Submit new petition now

- Student specifies petition type
- Enter justification viewable to department and Graduate School (will remain part of student record)
- Select Submit new petition now
STUDENT PETITIONS
Submission & Approval Process

To submit a petition for approval, follow the three steps below to complete the petition form and submit it for approval.

1. Specify type

   Please select a petition type

2. Write petition justification (limit 1000 characters)

   Change degree/pathway coding
   Count 12 GNM credits towards degree
   Defer AEP requirements
   Doctoral degree - Extend ten-year limit
   Graduate without being registered
   Master's degree - Extend six-year limit
   Master's degree - Transfer credits from another institution
   Request to award certificate
   Submit collaborative thesis/dissertation
   Submit thesis/dissertation in a foreign language
   Waive Graduate School requirements
   Waive up to 30 doctoral degree credits for previously earned graduate degree

3. Submit new petition now

   © 2004 Graduate School, University of Washington
   mpginfo@u.washington.edu

- Overview of petitions available to choose from.
- Note: Waive Graduate School requirements typically a miscellaneous category, if nothing else is applicable.
# STUDENT PETITIONS

Submission & Approval Process

<table>
<thead>
<tr>
<th>Task Items</th>
<th>Options</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>151</strong> admissions decisions to convey to Graduate Admissions</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td><strong>5</strong> master’s requests to act on</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>There are <strong>No</strong> general exam requests to act on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are <strong>No</strong> final exam requests to act on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are <strong>No</strong> students candidacy to approve</td>
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</tr>
<tr>
<td><strong>3</strong> doctoral degrees to approve</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>There are <strong>No</strong> graduate Faculty renewals to act on</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong> petitions to act on</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>There are <strong>No</strong> student leave requests to approve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are <strong>No</strong> Leave Requests for Department to pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are <strong>No</strong> Reinstate Requests</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If a student has submitted a petition, it will appear on your task list to act on.
- Select **Go**
# STUDENT PETITIONS
Submission & Approval Process

## Departmental Petition Decision Recommendations

<table>
<thead>
<tr>
<th>Make Recommendation</th>
<th>Name</th>
<th>Description</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Recommendation</td>
<td></td>
<td>Count 12 GNM credits towards degree</td>
<td>5/14/2018 9:33:59 AM</td>
</tr>
</tbody>
</table>

*Number of petitions listed: 1*

- Select **Make Recommendation** to review
# STUDENT PETITIONS
Submission & Approval Process

<table>
<thead>
<tr>
<th>Graduate Student Petition Recommendation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transcript</td>
</tr>
<tr>
<td></td>
<td>View Applicants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Count 12 GNM credits towards degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petition justification</td>
<td>test</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>5/14/2018 9:33:59 AM</td>
</tr>
<tr>
<td>Departmental Recommendation</td>
<td>Approve ▼</td>
</tr>
<tr>
<td>Departmental Notes (500 characters maximum)</td>
<td>Please approve ESS 595 (2 credits), ESS 594 (2 credits), ESS 590 (2 credits), ESS 527 (5 credits) taken Autumn 2016 in GNM status towards graduate degree requirements.</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Graduate School Notes</td>
<td></td>
</tr>
</tbody>
</table>

- Review the petitions and add any additional departmental notes (details are always helpful)
- Enter **Departmental Recommendation**: Approve, Withdraw, or Deny
- If you choose **Approve**, the petition is now submitted to GEMS for review
STUDENT PETITIONS
Submission & Approval Process

Departmental Petition Decision Recommendations

<table>
<thead>
<tr>
<th>Transcript</th>
<th>Transactions</th>
<th>Return to the Recommendation List</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Applicants</td>
<td>View Grad Students</td>
<td>View Faculty</td>
</tr>
</tbody>
</table>

Student Petitions Pending Departmental Recommendations to the Graduate School

You may act on each petition individually by selecting "Make Recommendation" in the list below.

<table>
<thead>
<tr>
<th>Make Recommendation</th>
<th>Name</th>
<th>Description</th>
<th>Date Submitted</th>
</tr>
</thead>
</table>

Number of petitions listed: 0

- Return to Main Page. If submitting on behalf of student, you must approve your own petition.

Petition History

<table>
<thead>
<tr>
<th>Description</th>
<th>Submitted</th>
<th>Dept Recommend</th>
<th>GS Decision</th>
<th>Decision Date</th>
<th>Justification</th>
<th>Dept Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count 12 GNM credits towards degree</td>
<td>5/14/2018</td>
<td>Approve</td>
<td>Pending</td>
<td>test</td>
<td>Please approve ESS 595 (2 credits), ESS 594 (2 credits), ESS 590 (2 credits), ESS 527 (5 credits) taken Autumn 2016 in GNM status towards graduate degree requirements.</td>
<td></td>
</tr>
</tbody>
</table>

- Graduate School Decision & petition status may be monitored in the Student Detail > Petition
STUDENT PETITIONS
Submission & Approval Process

- The student receives the following email when the department approves their petition. It includes the notes entered by you on the petition.

Dear Student,

Your department, Earth and Space Sciences, has updated the status of your petition ("Count 12 GNM credits towards degree", submitted on 5/14/2018 9:33:59 AM) to "Approve."

If your department included any comments on your petition, they are noted here: Please approve ESS 595 (2 credits), ESS 594 (2 credits), ESS 590 (2 credits), ESS 527 (5 credits) taken Autumn 2016 in GNM status towards graduate degree requirements.

If you have any questions or concerns regarding your department's recommendation, please contact the Graduate Program Advisor or Graduate Program Coordinator for Earth and Space Sciences.

Your department's recommendation has been sent to Graduate Enrollment Management Services (GEMS) for review. After review, GEMS will enter a decision to either approve the petition, not approve the petition, or withdraw the petition in accordance with Graduate School policy.

You will be notified by email of GEMS' decision. You may also check the status of your petition by logging into MyGradProgram.

With kind regards,
Graduate Enrollment Management Services
The Graduate School
STUDENT PETITIONS
Submission & Approval Process

> The petition is then reviewed by a GEMS advisor, in consultation with the Director or Assistant Director as needed. At this time, only the student is the recipient of confirmation emails.
> The more detail entered into a petition justification, the better!
> Petitions are an integral part of the degree audit and graduation process!
> Additional Resources:
  – MGP Help Files: https://apps.grad.uw.edu/mgp-dept/instruct/petition.asp
What to do before recommending...

> Graduation Best Practices

> Verify the master’s request indicates the correct degree code
> Verify that all department contingencies have been cleared
> Verify that all required courses have grades appearing on the transcript and degree audit in MGP
  – Scan the student’s transcript for N or X grades!
> Verify that any necessary petitions have been submitted and approved by GEMS
  – e.g., “count GNM credits” or “extend time limit”
> Verify that all requirements appear OK by running the Degree Audit from the Student Detail Page in MGP.
> Verify that grades are posted to the transcript in MyGrad for the final quarter of enrollment
> Print the warrant before approving a Master’s Degree Request
> If you are unable to recommend a student for graduation by the Friday following the last day of the quarter at 5 p.m., contact GEMS
Degree Audit Guide

> The Degree Audit is color-coded to help you quickly identify the status of requirements:
  
  IP – The requirement is satisfied when the current or in-progress courses are completed.
  
  NO – The requirement has not been satisfied.
  
  OK – The requirement has been satisfied.

> Run the Degree Audit from the Student Detail Page in MGP to verify that all requirements appear OK with a few exceptions:

> The following requirements will always appear as NO because they are satisfied by GEMS during graduation processing:
  
  – Thesis accepted by the Graduate School
  
  – Thesis written in English
  
  – Dissertation accepted by the Graduate School
  
  – Dissertation written in English
  
  – Registered as a graduate student the quarter the Final Exam is taken
The following requirement will appear as **NO** if the student is paying the **Graduate Registration Waiver Fee:**
- Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

All other requirements should appear **OK** before you recommend graduation in MyGrad.

**Degree Audit Tips:**
- Examine the **IP** requirements closely. Sometimes grades are missing for required courses taken in previous quarters/years.
- Do not recommend graduation if an **IP** course is a required course. Confirm the grade has posted **before** you recommend graduation.

**Bookmark the Audit Guide:** [https://www.washington.edu/students/reg/dars/audit.html](https://www.washington.edu/students/reg/dars/audit.html)
Degree Audit Guide – Other Symbols

+ The sub-requirement has been satisfied.

− The sub-requirement has not been satisfied.

IP − A course is in-progress which partially satisfies the sub-requirement but does not complete it.

IP + A course is in-progress which satisfies the sub-requirement.

0000 Zeros precede some transfer courses to indicate that the quarter and year the course was taken are not available to DARS.

R This sub-requirement is mandatory.

+ This sub-requirement is optional.

> The course credit is split.

R The course is repeatable.

>− The course has exceeded the repeatable limit and has had its credit reduced.

DP This course has been retaken.

>◊ Credit has been removed from this retaken course. For the purposes of a given requirement, credit may be restored— as when a minimum grade is required. The course is used in your UW GPA.
Sample Audit: Master’s Student A

- **Scenario:** Master’s student with a thesis requirement, who completed all requirements last quarter and is graduating spring using the Registration Waiver Fee.

- Ok to recommend to GEMS!

OK, because departments only need to verify the minimum of 9 thesis credits (with grades posted). GEMS will verify 2 and 3.

OK, because using Registration Waiver Fee in lieu of final quarter registration.
Sample Audit: Master's Student B

- **Scenario:** This Master's student has requested graduation for Spring 2018. They do not have a thesis requirement and are still enrolled.
- **Not ready to recommend to GEMS!**

Cannot recommend because of an IP for the minimum graduate level credits. Wait until grades are submitted for Spring and this turns to OK.

Final grades are not in for Spring. **Note:** If courses taken in Spring are not required for degree requirements, and all other requirements are OK, you can recommend a student if the “maintain registration” requirement is IP.
Sample Audit: Master’s Student C

- **Scenario:** This student is still enrolled in courses required to meet a minimum Graduate School degree requirement, minimum 18 numerically graded credits.
- Not ready to recommend to GEMS!
Sample Audit: Doctoral Student

- Scenario: This doctoral student has passed their exam and has enough graduate level credits, but is missing a lot of grades.
- Not ready to recommend to GEMS!
- Additionally... (next slide)
Sample Audit—Doctoral Student, Cont’d.

- This student also has several years worth of X grades.
- This is an instance, where, if recommended to GEMS we would suggest having the grades submitted before graduating the student.
- We see this often with PhD students and repeated courses (e.g. dissertation, special topics, seminars).
Petition Needed: Extension of Time Limit for a Master’s Degree

- Audit before the petition is submitted and processed:

<table>
<thead>
<tr>
<th>UW GRADUATE SCHOOL MASTER’S REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OK</strong> The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master’s degree. Your particular degree program may require more credits. NOTE: In-progress courses appear only until your total earned credits reaches 36. Earned: 58 credits</td>
</tr>
<tr>
<td><strong>NO</strong> Thesis Requirements</td>
</tr>
<tr>
<td>The Graduate School will verify these requirements have been satisfied at the time the degree is conferred.</td>
</tr>
<tr>
<td><strong>IP+</strong> 1) Minimum 9 thesis credits Course credits exceeding minimum requirement not included here. Earned: 0 creds earned In-progress: 10 credits</td>
</tr>
<tr>
<td><strong>NO</strong> 2) Thesis must be accepted by the Graduate School.</td>
</tr>
<tr>
<td><strong>NO</strong> 3) Thesis must be written in English.</td>
</tr>
<tr>
<td><strong>NO</strong> Completion of all work for the Master’s degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total). Please see your academic advisor to request an extension.</td>
</tr>
<tr>
<td><strong>IP-</strong></td>
</tr>
<tr>
<td>Qtr</td>
</tr>
<tr>
<td>WI18</td>
</tr>
<tr>
<td>SP18</td>
</tr>
<tr>
<td><strong>IP</strong> Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.</td>
</tr>
</tbody>
</table>

Note: courses displayed are those which exceed the six year limit (including prior graduate degrees or GNX status)
Petition Example: Extension of Time Limit for a Master’s Degree

- **Audit after** the petition is submitted and processed:

  **UW GRADUATE SCHOOL MASTER’S REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master’s degree. Your particular degree program may require more credits.</td>
<td><strong>OK</strong></td>
<td>Earned: 58 credits</td>
</tr>
<tr>
<td>NOTE: In-progress courses appear only until your total earned credits reaches 36.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis Requirements</td>
<td><strong>NO</strong></td>
<td>The Graduate School will verify these requirements have been satisfied at the time the degree is conferred.</td>
</tr>
<tr>
<td>1) Minimum 9 thesis credits Course credits exceeding minimum requirement not included here.</td>
<td><strong>IP</strong></td>
<td>Earned: 0 creds earned</td>
</tr>
<tr>
<td>2) Thesis must be accepted by the Graduate School.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Thesis must be written in English.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion of all work for the Master’s degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total).</td>
<td><strong>OK</strong></td>
<td><strong>GEMS enters a note indicating the extension and the requirement is now “OK”</strong>.</td>
</tr>
<tr>
<td>NOTE: Extension to SPR18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.</td>
<td><strong>IP</strong></td>
<td></td>
</tr>
</tbody>
</table>

UNIVERSITY of WASHINGTON
Petition Example:
Transfer Credits- Master’s Degree

Petition History

<table>
<thead>
<tr>
<th>Description</th>
<th>Submitted</th>
<th>Dept Recommend</th>
<th>GS Decision</th>
<th>Decision Date</th>
<th>Justification</th>
<th>Dept Notes</th>
<th>GS Notes</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree - Transfer credits from another institution</td>
<td>2/27/2018</td>
<td>Approve</td>
<td>approved</td>
<td>3/30/2018 12:00:00 AM</td>
<td>Transfer 6 credits (2 courses) from Harvard Medical School, 2017-2018 (semester) towards MA Bioethics Degree. Transcript received by Dept. 2/20/2018. Credits taken while on leave do not apply to another degree.</td>
<td>Approved transfer of six credits for BETH 703 and BETH 705 towards the 36 total credit requirements. The 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above course work may not be reduced by transfer credit.</td>
<td>Add</td>
<td></td>
</tr>
</tbody>
</table>

Exception Transaction for: Master's degree - Transfer credits from another institution

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Date</th>
<th>Initiator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Created</td>
<td>3/30/2018</td>
<td>GEMS Advisor</td>
<td>Exception made</td>
</tr>
</tbody>
</table>

UW GRADUATE SCHOOL MASTER'S REQUIREMENTS

**IP**
The Graduate School requires a minimum of 36 graduate level credits completed at the UW for a Master's degree. Your particular degree program may require more credits.

**NOTE:** In-progress courses appear only until your total earned credits reaches 36.

Earned: 26 credits  In-progress: 5 credits

**IP**
Maintain registration as a graduate student through the end of the quarter in which the degree is conferred.

**OK**
Completion of all work for the Master's degree within six years. (This includes quarters spent On-Leave or out of status as well as UW Graduate Non-matriculated credits used towards the 36 course credit total).

**IP**
Instead of 36 required total credits, only 30 required after petition approval. (25 + 5 = 30; 6 credits waived)
Petition Example: Waive up to 30 doctoral credits for previously earned graduate degree

Petition History

<table>
<thead>
<tr>
<th>Description</th>
<th>Submitted</th>
<th>Dept Recommend</th>
<th>GS Decision</th>
<th>Decision Date</th>
<th>Justification</th>
<th>Dept Notes</th>
<th>GS Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waive up to 30 doctoral degree credits for previously earned graduate degree</td>
<td>9/21/2017</td>
<td>Approve</td>
<td>approved</td>
<td>9/27/2017 12:00:00 AM</td>
<td>This student has a previous MS degree from Tsinghua University. His faculty adviser, has approved the 30 credit waiver towards his PhD degree.</td>
<td>Approved to waive equivalent of 30 quarter credits from MS degree completed at Tsinghua University toward Doctorate degree. Courses do not count towards the following requirements: 18 credits of course work at the 500 level and above must be completed prior to scheduling the General Examination. -Numerical grades in department approved 400-level courses accepted as part of the major and in 500-level courses. This excludes 499 credits. -60 credits must be taken at UW.</td>
<td></td>
</tr>
</tbody>
</table>

Exception Transaction for: Waive up to 30 doctoral degree credits for previously earned graduate degree

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Date</th>
<th>Initiator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Created</td>
<td>9/27/2017</td>
<td>GEMS Advisor</td>
<td>Exception made</td>
</tr>
</tbody>
</table>

UW GRADUATE SCHOOL DOCTORAL REQUIREMENTS

No The Graduate School requires a minimum of 90 graduate level credits completed at the UW for a doctoral degree. Your particular degree program may require more credits.

NOTE: In-progress courses appear only until your total earned credits reaches 90.
Earned: 18 credits In-progress: 14 credits Needs: 28 credits
NOTE: Allow 30 cr from Tsinghua U
GRADUATION CLEAN UP

> Degree Codes

> It is important to check your graduating students’ degree codes at the beginning of the quarter for accuracy.

> Delays to these updates may result in students being awarded the wrong degree or a delay of graduation processing.

> Checking for Degree Code Accuracy:

  – From the MGP Main Page, go to View Grad Students.
  – Select graduating student’s name.
  – Verify the Degree Title:

  **Degree Title**  MASTER OF AEROSPACE ENGINEERING (FLUIDS) (A E-2-2-7) [UPDATE]

  – If Degree Title is not correct, select the Update button to select the new degree coding and then Save Changes.
GRADUATION CLEAN UP

> Retroactive Changes to Registration

> Former petition type in MyGrad:
  – Retroactive changes in registration (i.e. 600-level to 700-level credits)

> Requests for retroactive changes in registration now submitted to the Office of University Registrar: ugradoff@uw.edu.

> Suggested email template:

To: ugradoff@uw.edu  
Subject: Retroactive Change in Registration

Please make the following retroactive change in registration.

Student Name:
Student Number:
Quarter:
Year:
Instructor Name:
Change: (i.e. SOC W 700 (6 credits) converted to SOC W 600 (6 credits))

The student and instructor have approved this change.
Concurrent students

> Per Memo 35, students may pursue two degrees from different departments simultaneously in a formal or informal concurrent degree program. Students have flexibility to ‘share’ coursework, given the approval of both programs.

> **Graduation Process:**
  - Electronic degree audit cannot run in MyGrad if student associated with more than one degree program (code)
  - Manual degree audit is required → Unofficial transcript that clearly identifies courses used to fulfill each degree’s requirements by highlighting each degree in a different color
  - This transcript should be submitted to GEMS by the last day of instruction. While ultimately the student’s responsibility, departments can help facilitate.

> This includes a graduate degree + graduate certificate code, too!
Before Recommending: Print Warrants

- Your MGP Main Page Task Items will indicate the number of Master’s requests pending a recommendation.
- Click Go to access your list of students pending Master’s request recommendations.

Select Print Warrants for All Listed
Before Recommending: Print Warrants

- This page will appear: a batch file of all your pending warrants to be printed.
- Print or Save to PDF for faculty decision and student’s file.
- **Note:** you cannot print warrants after recommendation is conveyed to GEMS!

- You can also print individual warrants from the Departmental Master’s Degree Request Recommendation page, in the student’s individual request.
- Refer to MGP Help Files for how to print Doctoral Exam Warrants.
**SAMPLE WARRANT**

> Master’s Degree

---

**Warrant for Master’s Degree**
To be kept on file in the student's department

<table>
<thead>
<tr>
<th>Qtr/Yr</th>
<th>Spring 2018</th>
<th>Date Printed</th>
<th>5/16/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td></td>
<td>Student Number</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Human Centered Design and Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>MASTER OF SCIENCE IN HUMAN CENTERED DESIGN AND ENGINEERING</td>
<td>Non-Thesis Program</td>
<td></td>
</tr>
</tbody>
</table>

- **APPROVED FOR GRADUATION**
  - We, the undersigned, recommend that this student be granted this degree (contingent on satisfying any remaining requirements listed below).

- **NOT APPROVED FOR GRADUATION**
  - The Examining Committee reports that the candidate has failed to pass a satisfactory examination and is not recommended for graduation.

**Examining Committee**

Please print names

Signatures

**Minority Dissent**

As committee member(s), I/we wish to dissent from the committee recommendation that the Master's degree be conferred.

---

**Graduate School Contingencies:**

Requirements are in-progress (IP) and must be satisfied by the last day of the graduation quarter. Questions should be directed to the graduate program advisor. A final degree audit will be reviewed prior to graduation.

Comments:

---

**Departmental Contingencies:** (Student’s department, list any unfinished departmental requirements.)

No departmental contingencies
SAMPLE WARRANT
> Doctoral Degree

UNIVERSITY OF WASHINGTON - The Graduate School
Warrant for Final Examination for the Doctoral Degree

Friday, October 13, 2017 2:00 PM – Miller 201

Name of student: ________________________________
Department: ________________________________

The candidate has completed the minimum Graduate School requirements to be admitted to the Final Examination as arranged by the Supervisory Committee unless contingencies are noted below:

Graduate School Contingencies:
Requirements have not been satisfied. Requirements must be satisfied by the last day of the graduation quarter and if required, a thesis/dissertation must be accepted by the Graduate School. Questions should be directed to the graduate program advisor. A final degree audit will be reviewed prior to graduation.

Departmental Contingencies:
None

EXAMINATION REPORT
(This report must be completed and filed at the student's file within the graduate program by the last day of the quarter.)

The undersigned members of the Supervisory Committee have examined the above-named student in major and minor or supporting fields and the outcome is:

☐ 1. The candidate passed the examination.
☐ 2. The candidate must be reexamined after a further period of study. Requires resubmission of a Request for Final Examination to the Graduate School.
☐ 3. The candidate is not recommended for further work towards the doctoral degree. The effect of this recommendation is termination of the student's enrollment in the doctoral program.

Supervisory Committee
(Chairperson) ________________________________
(Graduate School Representative) ________________________________

Signatures

As committee member(s) at the Final Examination, I (we) wish to dissent from the committee recommendation that the doctoral degree be conferred.

Signature(s): ________________________________

Please attach comments if necessary

UNIVERSITY of WASHINGTON
# How To Recommend Graduation: Conveying a Master’s Degree Request

## Task Items

<table>
<thead>
<tr>
<th>Task Name/Status</th>
<th>Options</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>80</strong> admissions decisions to convey to Graduate Admissions</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td><strong>58</strong> master's requests to act on</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>There are No general exam requests to act on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 final exam requests to act on</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>2 students candidacy to approve</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>1 doctoral degrees to approve</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>There are No graduate Faculty renewals to act on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 petitions to act on</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>2 student leave requests to approve</td>
<td></td>
<td>Go</td>
</tr>
<tr>
<td>There are No Leave Requests for Department to pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are No Reinstall Requests</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click "Go" to access your list of students pending Master’s request recommendations.
Review MGP Help File: [https://apps.grad.uw.edu/mgp-dept/instruct/masterrecommend.asp](https://apps.grad.uw.edu/mgp-dept/instruct/masterrecommend.asp)
# How To Recommend Graduation: Conveying a Master’s Degree Request

In the Recommendation column, click "Enter Info" next to the student name whose master’s request you wish to recommend.
How To Recommend Graduation: Conveying a Master’s Degree Request

<table>
<thead>
<tr>
<th>Graduate Master’s Request Recommendation:</th>
<th>Spring, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree title:</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
</tr>
<tr>
<td>Legal name:</td>
<td></td>
</tr>
<tr>
<td>Petition status:</td>
<td>No petitions</td>
</tr>
<tr>
<td>Late fee required? / Payment status:</td>
<td>No</td>
</tr>
<tr>
<td>Grad School contingencies:</td>
<td>Requirements are in-progress (IP) and must be satisfied by the last day of the graduation quarter. Questions should be directed to the graduate program advisor. A final degree audit will be reviewed prior to graduation.</td>
</tr>
<tr>
<td>You may select course contingencies from the student’s transcript and/or registration</td>
<td>Select courses from transcript and registration</td>
</tr>
<tr>
<td>Assign dept contingencies (shift/enter for new line) - 1000 character maximum</td>
<td></td>
</tr>
<tr>
<td>Department recommendation for</td>
<td>Recommend graduation</td>
</tr>
<tr>
<td>Minority Dissent?</td>
<td></td>
</tr>
<tr>
<td>Departmental comment (visible by student) - 500 character maximum</td>
<td></td>
</tr>
<tr>
<td>Thesis required?</td>
<td></td>
</tr>
<tr>
<td>Continuing to pursue Ph.D. in this program?</td>
<td></td>
</tr>
</tbody>
</table>

- On the Graduate Master’s Request Recommendation page, click the drop down box in the field, Department recommendation for *student name*.
- Select Recommend Graduation.
- Click Save Preliminary Recommendation.
How To Recommend Graduation:
Conveying a Master’s Degree Request

- The Departmental Master’s Degree Request Recommendation page re-appears.
- You should see Recommend graduation in the column next to the student name of the request you just processed.
- Repeat for all students.
# How To Recommend Graduation: Conveying a Master’s Degree Request

<table>
<thead>
<tr>
<th>Enter Info</th>
<th>2018 Spring</th>
<th>MASTER OF SUSTAINABLE TRANSPORTATION</th>
<th>4/11/2018 2:00:58 PM</th>
<th>Yes</th>
<th>No</th>
<th>Enrolled, 5 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Info</td>
<td>2018 Spring</td>
<td>MASTER OF SUSTAINABLE TRANSPORTATION</td>
<td>4/5/2018 12:34:55 PM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 5 cr</td>
</tr>
<tr>
<td>Recommend graduation</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>4/10/2018 10:44:34 AM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 11 cr</td>
</tr>
<tr>
<td>Recommend graduation</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>4/6/2018 3:30:19 PM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 13 cr</td>
</tr>
<tr>
<td>Recommend graduation</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>3/26/2018 3:03:48 PM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 1 cr</td>
</tr>
<tr>
<td>Withdraw on student request</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>4/11/2018 10:16:58 AM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 10 cr</td>
</tr>
<tr>
<td>Withdraw on student request</td>
<td>2018 Spring</td>
<td>MASTER OF SUSTAINABLE TRANSPORTATION</td>
<td>4/4/2018 7:20:03 PM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 5 cr</td>
</tr>
<tr>
<td>Recommend graduation</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>4/13/2018 10:27:20 AM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 15 cr</td>
</tr>
<tr>
<td>Recommend graduation</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>4/9/2018 9:00:16 PM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 13 cr</td>
</tr>
<tr>
<td>Recommend graduation</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>4/11/2018 4:52:27 PM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled, 4 cr</td>
</tr>
<tr>
<td>Recommend graduation</td>
<td>2018 Spring</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
<td>3/27/2018 1:12:50 PM</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled last quarter</td>
</tr>
</tbody>
</table>

Number of requests listed: 58

- Once you have completed all recommendations for this batch of students, scroll to the bottom of the page and click **Convey These Recommendations to the Graduate School Now**.
- A warning box will appear. Click **OK** to convey the recommendations or **Cancel** to stop conveying the recommendations.
# How To Recommend Graduation: Conveying a Master’s Degree Request

## Confirmation of Departmental Master’s Degree Recommendations

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Name</th>
<th>Year</th>
<th>Quarter</th>
<th>Degree</th>
<th>Date Student Submitted</th>
<th>Thesis Required</th>
<th>Grad School Contingencies</th>
<th>Dept Contingencies</th>
<th>Late Fee / Date Paid</th>
<th>System Key</th>
<th>Master’s Request ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend</td>
<td></td>
<td>2018</td>
<td>Spring</td>
<td>MASTER OF SCIENCE IN CIVIL</td>
<td>4/2/2018 1:06:03 PM</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>graduation</td>
<td></td>
<td></td>
<td></td>
<td>ENGINEERING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommend</td>
<td></td>
<td>2018</td>
<td>Spring</td>
<td>MASTER OF SCIENCE IN CIVIL</td>
<td>4/16/2018 9:27:30 PM</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>graduation</td>
<td></td>
<td></td>
<td></td>
<td>ENGINEERING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommend</td>
<td></td>
<td>2018</td>
<td>Spring</td>
<td>MASTER OF SCIENCE IN CIVIL</td>
<td>4/2/2018 2:59:07 PM</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>graduation</td>
<td></td>
<td></td>
<td></td>
<td>ENGINEERING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommend</td>
<td></td>
<td>2018</td>
<td>Spring</td>
<td>MASTER OF SCIENCE IN CIVIL</td>
<td>3/27/2018 3:16:01 PM</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>graduation</td>
<td></td>
<td></td>
<td></td>
<td>ENGINEERING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of Masters listed: 4

Print this page, if desired, as your confirmation of conveying master’s degree recommendations to the Graduate School.

- If you clicked **OK** the *Confirmation of Departmental Master’s Degree Recommendations* page appears and displays all recommendations made in this batch. You can save or print this page if you need a copy of your recommendations.

- E-mail messages are automatically sent to the students informing them of your recommendations, transactions are written and the Graduate School receives your recommendations for final evaluation and graduation decisions.

- You can monitor all Master’s requests from “Master’s Requests” page *(mast-request)* accessible via the Student List.
How To Recommend Graduation: Conveying Doctoral Degrees

A Two-Step Process:

1. **Approving the Date/Time/Place of a doctoral exam and recommending the exam occur:** ___ final or general exam requests to act on
   - This should occur fairly soon after the student first submits the exam request. Must be approved before the exam occurs! This formalizes the exam with the Graduate School.

2. **Conveying the exam outcome to the Graduate School:** ___ students candidacy or doctoral degree to approve
   - This should occur by the Wednesday deadline after the end of the quarter.

**Note:** there are four total task items for this process, at both the general and final exam stage.
How To Recommend Graduation: Approving a Doctoral Final Exam Request

Final Exam Requests List

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Name</th>
<th>Exam Date &amp; Time</th>
<th>Degree</th>
<th>Date Submitted</th>
<th>Grad School Contingencies</th>
<th>Petition</th>
<th>Enroll Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Info</td>
<td></td>
<td>5/1/2018 1:00 PM</td>
<td>DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)</td>
<td>4/7/2018</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Enter Info</td>
<td></td>
<td>5/31/2018 1:00 PM</td>
<td>DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)</td>
<td>3/27/2018</td>
<td>Yes</td>
<td>Yes</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Enter Info</td>
<td></td>
<td>5/25/2018 10:00 AM</td>
<td>DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)</td>
<td>4/13/2018</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

Number of requests listed: 3

Send exam information emails now

- On the Final Exam Requests list page, list_convey, in the Recommendation column, click Enter Info next to the student name whose final exam request you wish to approve.
How To Recommend Graduation: Approving a Doctoral Final Exam Request

- On the Final Exam Request Approval page, click the drop down box in the field, Exam approval for Student Name
- Select Approve Exam Date, Time, and Place
- Click "Save preliminary decision"
How To Recommend Graduation: Approving a Doctoral Final Exam Request

The Final Exam Requests Pending Departmental Approval page re-appears and you will see Approve Exam Time in the Recommendation column next to the student name whose exam request you approved.

Once you have completed all exam approvals for this batch of students, scroll to the bottom of the page and click Send exam information emails now.

A warning box will appear. Click OK to convey the recommendations or Cancel to stop conveying the recommendations.
How To Recommend Graduation: Conveying Doctoral Degrees/Exam Outcomes

- Next to __doctrinal degrees to approve__ click Go to access your list of students pending doctoral degrees
- On the __Doctoral Degrees to Approve List__ page, in the Recommendation column, click Enter Info next to the student name whose final exam outcome you wish to convey
How To Recommend Graduation: Conveying Doctoral Degrees/Exam Outcomes

On the Final Exam Outcome page, click the drop down box in the field, Exam Outcome.
Select Pass and then **Save preliminary exam outcome**.
**Note**: This button will be active only if departmental contingencies have been cleared.
How To Recommend Graduation: Conveying Doctoral Degrees/Exam Outcomes

You may save your preliminary recommendations (designated in the left-most column below) and return to them another day. You must use the button at the bottom of this page to officially convey your recommendations to the Graduate School. The Graduate School will not begin reviews graduation until you do this. This list is sorted by quarter, major, pathway and name.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Request Status</th>
<th>Name</th>
<th>Exam Date &amp; Time</th>
<th>Degree</th>
<th>Date Submitted</th>
<th>Grad School Contingencies</th>
<th>Petition</th>
<th>Enroll Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed Exam</td>
<td>Awaiting Dept Action (Final Exam)</td>
<td></td>
<td>6/1/2018 1:00 PM</td>
<td>DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)</td>
<td>4/7/2018</td>
<td>Yes</td>
<td>No</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Enter Info</td>
<td>Awaiting Dept Action (Final Exam)</td>
<td></td>
<td>5/7/2018 10:00 AM</td>
<td>DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)</td>
<td>4/5/2018</td>
<td>Yes</td>
<td>Yes</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

Number of requests listed: 2

Convey These Recommendations to the Graduate School Now

- The Graduate list pending final exam outcome page re-appears.
- You should see Passed Exam in the column next to the student name of the record you processed.
- Repeat for all students. Once you have completed all recommendations for this batch of students, scroll to the bottom of the page and click Convey These Recommendations to the Graduate School Now. A warning box will appear. Click OK to convey the recommendations or Cancel to stop conveying the recommendations.
Graduate Registration Waiver Fee

Definition:
> The $250 Graduate Registration Waiver Fee is an optional fee paid in lieu of registration. It is not a late fee, as all degree requirements (apart from ETD submission) must be met by the last day of the quarter they planned to graduate. It is available to qualifying students, directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate the next quarter.

Eligibility:
> Master’s students who did not submit a Master’s degree request prior to the request deadline for the quarter in which all degree requirements were completed
> Students who completed all degree requirements but needed additional time to format the thesis or dissertation (project papers or other final class assignments not included)

Scenario:
> A Master’s or PhD student completed all degree requirements in spring quarter and has defended their thesis or dissertation. Their committee has approved the document, but they need more time for finalizing citations and formatting footnotes
> Student may submit their ETD in the 2 weeks following the last day of spring quarter and pay the $250 Registration Waiver Fee
> Master’s students must also submit a new master’s request for summer quarter!

Deadlines:
> For Spring 2018, the Registration Waiver Fee student’s deadline to submit their ETD is Friday, June 22.
> Deadline to pay $250 fee is last day of instruction the following quarter, (e.g. August 17 for summer).
> The student will receive a degree with an August 17 conferral date (after summer graduations are processed)
Additional Graduation Resources

> Graduate School Memo 46: Graduate Degree Requirements
> Encoding Graduate Degree Programs
>   – Encoding Calendar
> Letter of Certification Request Form
> Graduation Checklists
> ETD Formatting Guidelines
> GEMS Advisor Guide
> International Students: ISS Graduation Final Year Checklist
> Ordering Diplomas
> Online Grading FAQ & About Online Grading
QUESTIONS?
THANK YOU!

Contact GEMS
Advisors: gemshelp@uw.edu | 206.897.1487
Student/Applicants: uwgrad@uw.edu | 206.685.2630

Refer to our new Student Advising Hours, by drop-in and appointments:
http://grad.uw.edu/about-the-graduate-school/directory/