NON-THESIS MASTER’S STUDENTS: GRADUATION CHECKLIST

☐ Check with your graduate program for any department-specific requirements, procedures, and deadlines.

☐ Register in your final quarter unless eligible for the Registration Waiver Fee. Students must maintain registration as a full or part-time graduate student for the quarter the degree is conferred.

☐ International students: review the ISS final quarter registration information and checklist.

☐ Submit a master’s degree request via MyGrad – Student View at the beginning of your intended graduation quarter (but no later than the last day of instruction). Submitting this request will generate a degree audit. Any incomplete or in-progress requirements should be discussed with your graduate program advisor.

☐ If you are a concurrent student, follow the instructions of submitting a color-coded transcript to the GEMS office early in the quarter.

☐ Check your unofficial transcript in MyUW for any missing grades from previous quarters. Contact your professors to submit change of grade requests if you see “X” or “N” grades on your transcript.

☐ Monitor your UW email after the quarter ends for any time-sensitive requests or questions that might arise as your department and GEMS reviews your request to graduate. You will receive an email when graduation has been recommended by your department and when your degree has been granted by the Graduate School. Your degree will post to your UW transcript 2 business days after the Graduate School processes your graduation.

☐ Update your diploma address in MyUW. Diplomas are mailed by the Office of University Registrar 2-3 months following graduation.

☐ Review Commencement details if you plan to participate in any graduation ceremonies.