

This form is used to authorize UW faculty, staff, and students to access MyGradProgram (MGP). Users requesting access must (1) complete all sections below, (2) obtain the appropriate faculty advisor's signature, and (3) read and sign the Statement of Responsibilities on page 2. Completed forms should be mailed to the **Graduate School, G-1 Communications, Box 353770**.

SECTION 1:

USER INFORMATION			
Name: _____	Box #: _____	Check if you are a GPC (faculty advisor)	<input type="checkbox"/>
UW NetID: _____	Phone #: _____	Check if you are a GPA (staff contact)	<input type="checkbox"/>
E-mail: _____		Check if you are a Faculty Member	<input type="checkbox"/>
		Check if you are a Staff Member	<input type="checkbox"/>
		Check if you are a Graduate Student*	<input type="checkbox"/>

*Graduate students may only have Basic Access for applicant information.

SECTION 2:

REQUEST TO ACCESS DEPARTMENT INFORMATION
Department: _____
If user ONLY needs access to specific degrees in this department, please email mgpinfo@uw.edu for instructions.

SECTION 3:

BASIC ACCESS (Check all boxes to indicate what information the user will need to VIEW in MGP)	
<input type="checkbox"/>	Applicant Information (including test scores, schools attended, application transactions)
<input type="checkbox"/>	Student Information* (including transcripts, current status, current courses, graduate appointments, UW certificates & degrees awarded)
<input type="checkbox"/>	Faculty Information (including current appointment status, leave information, doctoral committee assignments)
<input type="checkbox"/>	Administrative Information (including GSFEI, exit questionnaires)
FUNCTIONAL ACCESS (Check all boxes to indicate what information the user will need to VIEW & EDIT in MGP)	
<input type="checkbox"/>	Graduate Application updates* (allows user to enter applicant information updates into MGP)
<input type="checkbox"/>	Graduate Admissions decision updates* (allows user to submit applicant decision recommendations into MGP)
<input type="checkbox"/>	Graduate Admissions Review Manager* (allows score sheet creation, assignment of reviewers, and application completion tracking)
<input type="checkbox"/>	Unit Profile* (allows user to add/modify online application information for all degree programs in the unit)
<input type="checkbox"/>	Student Committee Management* (allows user to establish and edit advisors and committees)
<input type="checkbox"/>	Doctoral Exam Management System* (allows user to approve doctoral exam details and recommend doctoral candidacy and degree requests to the Graduate School on behalf of the supervisory committee)
<input type="checkbox"/>	Graduate School Fund for Excellence and Innovation (allows user to submit proposals, review awards, and allocate funds)
<input type="checkbox"/>	Master's Degree Recommendation* (allows user to recommend degree requests to the Graduate School on behalf of the Master's committee)
<input type="checkbox"/>	Student Petition to the Dean* (allows user to send petition recommendation to the Graduate School on behalf of the GPC – faculty advisor)
<input type="checkbox"/>	Leave Request Approval* (allows user to approve and submit student quarterly leave requests)
<input type="checkbox"/>	Graduate Faculty nomination (allows user to appoint eligible faculty to the Graduate Faculty)

*A SecurID is required when accessing sites that are noted above with an asterisk.

SECTION 4:

SECURID (Check one box to indicate whether the user has or needs a SecurID).	
<input type="checkbox"/>	User currently has a SecurID (or one has been requested to access an administrative system other than MGP)
<input type="checkbox"/>	User needs the Graduate School to order a SecurID
<input type="checkbox"/>	User will not use sites in MyGradProgram that require a SecurID

APPROVAL FROM A FACULTY ADVISOR (Graduate Program Coordinator – GPC, Chair, or Dean)

As the Graduate School's appointed Graduate Program Coordinator (GPC), department Chair, or school/college Dean, I recognize this user's need for MyGradProgram in order to perform his/her job and hereby approve access as checked above. **(NOTE: Users cannot approve their own request. If the user is a GPC, the Chair/Dean must approve this form; if the user is the Chair, the Dean must approve this form.)**

Signature: _____ Name _____ Date: _____

Must be original (ink) signature – no faxes, scans, or emails. A stamped signature will be accepted if initialed by person authorized to use the stamp.

Questions regarding security of the data should be referred to mgpinfo@uw.edu.

Data extracted from MyGradProgram must conform to the University's Information Security Policy (<http://www.washington.edu/admin/rules/APS/02.01.7.html>) if applicable.

Student Information

- Any information pertaining to a University of Washington (UW) student is the property of both the student and the UW. The release and control of this information is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Washington Administrative Code (478-140).
- This information may not be released to anyone except UW employees when they are authorized to use that information in the course of their work **unless** authorization is given by the student, your supervisor, or the information to be released is directory information* AND the student *has not restricted* release of directory information.
- Restrictions on the release of information pertain to all off-campus inquiries, including (but not limited to) prospective employers, FBI, IRS, police, government officials, parents, spouses and children and UW persons who do not have authorization to use this information.
- If a student has restricted release of directory information and **has not provided a written release** to you, your response from persons outside the UW or who do not have authority to use the information should be, "I have no information that I can release related to that individual."

The following exceptions apply to the above policies:

- If a student has provided a written release, you may release any information covered by that authorization.
- Staff of the Federal Office of Education may request and have any information.
- Agencies that provide financial aid to a student may have quarterly enrollment status information. Such inquiries should be referred to the Office of the Registrar.
- Parents that claim a student as a dependent with the IRS may have information if they show evidence of dependency **in writing**. Such inquiries should be referred to the Office of the Registrar.
- UW faculty and staff may have any information needed to perform their responsibilities to the UW and have been authorized to receive the information, whether or not the student has said "no" to release of directory information.

*Directory Information: student's name, street address, e-mail address, telephone numbers, date of birth, major and minor field(s) of study, class, participation in officially-recognized activities and sports, weight and height if the student is a member of an intercollegiate athletic team, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. (WAC 478-140-024(1))

Applicant Information

- Any information pertaining to a University of Washington (UW) applicant is the property of both the applicant and the UW. If an applicant has been accepted and enrolls in the UW, his or her application materials are "education records" protected by FERPA; if the applicant does not enroll, some records may be protected by FERPA, but other records may be disclosable. This information may not be released to anyone except UW employees/students when they are authorized to use that information in the course of their work **unless** authorization is given by the applicant or your supervisor.
- Restrictions on the release of information pertain to all off-campus inquiries, including (but not limited to) prospective employers, FBI, IRS, police, government officials, parents, spouses and children and UW persons who do not have authorization to use this information. Any inquiries should be referred to Graduate Enrollment Management Services (GEMS).
- Your response to inquiries should be, "I have no information that I can release related to that individual."

The following exceptions apply to the above policies:

- If an applicant has provided a written release, you may release any information covered by the authorization.
- Staff of the Federal Office of Education may request and have any information.
- Parents that claim an applicant as a dependent with the IRS may have information if they show evidence of dependency **in writing**. Such inquiries should be referred to the Office of the Registrar.
- UW faculty and staff may have any information needed to perform their responsibilities to the UW. Campus Police are not considered part of the UW staff given general access to information in MGP.

Faculty Information

Any faculty information involving student/applicant information is subject to the policies listed above.

Graduate School Fund for Excellence and Innovation (GSFEI)

Any GSFEI information involving student/applicant information is subject to the policies listed above.

Your access to MGP is limited to information needed to perform your responsibilities to the UW. You are responsible for the security of your usercode, password and SecurID card, and are not to be shared with other people. Violation of these provisions may result in disciplinary action which could include dismissal from the UW.

I certify my need for access to MyGradProgram (MGP) in order to perform my job. I will not allow other people to use my account and I will keep my password private. I have read the Statement of Responsibilities, understand its contents, and agree to comply with it.

User's Signature: _____

Date: _____

Must be *original* (ink) signature – no faxes, scans, stamps, or emails