

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.