THESIS MASTER'S STUDENTS: GRADUATION CHECKLIST

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

☐ 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). Make sure to select "Thesis Program" and enter a thesis title. *If you are a concurrent student, follow the instructions of submitting a color-coded transcript to the GEMS office early in the quarter.*

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

☐ Confirm your name and thesis details on record with the UW and the Graduate School (as listed in MyGrad - Student View).
If you will publish your thesis using your Preferred Name, you must officially set that name in Identity.UW.

☐ 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.

☐ Create an account in the UW ETD Administrator Site, verifying your name and thesis details entered match your record in MyGrad exactly.
We recommend creating your account before you submit your thesis. The beginning of the quarter you intend to graduate is a great time to complete this step and familiarize yourself with the site.

☐ Review ETD Formatting Guidelines and insert the three required sections into the body of your thesis (the first three pages of the document): title page, copyright page, abstract.

☐ Obtain the necessary signatures on your Master's Supervisory Committee Approval Form.

☐ Upload your Committee Approval Form to the Administrative documents section of the UW ETD Administrator Site.

☐ Upload your thesis to the UW ETD Administrator Site.

☐ Submit your thesis and signed committee approval form via the UW ETD Administrator Site by the quarterly deadline (last day of the quarter at 11:59 p.m.).

☐ Confirm submission: After a successful submission, the message "Your dissertation/thesis has been submitted" will appear. You will also receive an e-mail from "Administrator of University of Washington" that you have submitted to the University of Washington.

☐ Monitor your email after submission for any requests for revisions. You will either receive an email notifying you the ETD was accepted or requesting formatting revisions. If you are asked to make revisions, the email will indicate a new deadline. Upload the revisions by the provided deadline.

☐ Monitor your UW email after the quarter ends for any time-sensitive requests or questions that might arise during graduation processing. 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.