

The following checklist is to inform of the University requirements to graduate. This only applies to students who have selected the thesis option.

**Credits**

- Enroll in LARC 700 with your Thesis Committee. You need to have earned at least (9) credits of LARC 700 to graduate (LARC 701 and LARC 702 credits cannot be included). Be sure your LARC 700 Form is signed by your Thesis Committee and is in your student file.
- Schedule regular progress reviews with your Thesis Committee members, for scheduling and to receive input. You need to allow AT LEAST two weeks for the committee to review working and final drafts. This is your responsibility.

**Application to Graduate**

- Apply online to graduate by submitting a Master's Degree Request at: <http://www.grad.washington.edu/student/mastapp.aspx>
- This request should be done the **first two weeks of the quarter** you plan to graduate, especially Spring Quarter, if you would like to have your name to appear in the UW Graduation Program. You must apply to graduate by the **last week** of the quarter and be enrolled in at least (2) credits, the quarter you graduate. Be sure and check the most current Master Degree Request due dates. The Application to Graduate system closes down between the 10th week until the first day of the next quarter.
- This application to graduate generates a hardcopy **Warrant**, which you can pick up in the Dept. office, when you are ready to obtain signatures from your Thesis Committee.
- Activate your UW Electronic Thesis or Dissertation (ETD) account, well before you are ready to submit your thesis. This will help familiarize you with the UW ETD Administrator Site and troubleshoot any technical glitches: <http://www.grad.washington.edu/students/etd>
- Print out the **Master's Supervisory Committee Approval Form**. This approval form is to be signed by all Thesis Committee members, when your thesis is complete. Original signatures only are allowed. Have your **Warrant** signed at the same time. Faculty will not sign unless the thesis contains an abstract. Arrange in advance to obtain signatures from your Thesis Committee members, to make sure they will be available. <http://www.grad.washington.edu/students/etd/thesis-approval-form.pdf>

**Preparing the Thesis Document**

- Familiarize yourself with the required sections of your thesis. <http://www.grad.washington.edu/students/etd/req-sections.shtml>
- Frequently Asked Questions for Thesis Submission: <http://www.etdadmin.com/cgi-bin/main/faq?siteID=412>
- Pay attention to dates and deadlines. See: <https://www.grad.washington.edu/students/dates.shtml>

- Write an abstract, title page and copyright page. See: <http://www.grad.washington.edu/students/etd/req-sections.shtml>
- Instructions for formatting your thesis are at: [http://www.grad.washington.edu/students/etd/proquest\\_dissertation\\_guide.pdf](http://www.grad.washington.edu/students/etd/proquest_dissertation_guide.pdf)
- For Open Access, Copyright and Publishing information, see: <http://digital.lib.washington.edu/etd-faq.html>

### ***Submitting the Document***

- Submit your thesis online to the Graduate School, by the last day of Finals week. See: <https://www.grad.washington.edu/students/etd/info.shtml>
- Once your thesis is submitted, no additional changes to the document are allowed. The submissions are reviewed by the Graduate Enrollment Management Services (GEMS) advisors and then sent to ProQuest for publication. You will receive an email confirmation, if your submission has been accepted.
- Publish thesis with UMI ETD Administrator: <http://www.etdadmin.com/cgi-bin/school?siteID=412>
- Upload scanned Master's Supervisory Committee Approval Form to the Administrative Documents section of the UW ETD Administrator Site. The deadlines for the form can be found on the Graduate School website at: <http://www.grad.washington.edu/students/etd/thesis-approval-form.pdf>
- If you need additional time to format the thesis, you may pay the **\$250 Graduate Registration Waiver Fee** and turn in your thesis within the two week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. The Thesis, Master's Supervisory Approval Form and the \$250 Graduate Registration Waiver Fee must all be turned into GEMS by the second Friday after the last day of the preceding quarter. See eligibility and instructions for the Graduate Registration Waiver Fee at: <http://www.grad.washington.edu/policies/general/regwaiver.shtml>
- If the \$250 Graduate Registration Waiver Fee option is used, you must go online the first five days of the following quarter and apply to graduate again: <https://www.grad.washington.edu/student/mastapp.aspx>
- If you are not able to turn in the thesis, by the two week required period following the last day of the previous quarter, you must sign up for (2) credits of coursework and reapply to graduate the following quarter (**excluding the summer quarter**).

### ***After Submitting Document***

- You can order bound (paper) copies of your thesis. See instructions on: <http://www.grad.washington.edu/students/etd/info.shtml>

[http://www.grad.washington.edu/students/etd/proquest\\_dissertation\\_guide.pdf](http://www.grad.washington.edu/students/etd/proquest_dissertation_guide.pdf)  
<http://www.etdadmin.com/cgi-bin/school?siteID=412>

- Arrange with your Thesis Committee whether they would like a digital and/or paper copy of your thesis.
- Submit your signed **Warrant** to the Counseling Services Coordinator (JoAnne Edwards), in the Dept. Office, by the next Monday after you have submitted your thesis. You will be officially checked out of the Dept. on MyGradProgram.
- Submit a digital copy of your thesis abstract to the Dept. Counseling Services Coordinator. This will be uploaded to the Dept. website List of Thesis page.
- Be sure you have cleaned out your desk, locker and mailbox and updated your address for the Alumni Database.
- Submit your thesis in the WASLA Competition for the next year, if you wish.

**Helpful Websites**

Thesis/Dissertation

<https://www.grad.washington.edu/students/etd>

Required Sections for Your Document

<https://www.grad.washington.edu/students/etd/req-sections.shtml>

Master's Degree Request

<https://www.grad.washington.edu/student/mastapp.aspx>

Final Submission of Your Electronic Thesis or Dissertation (ETD)

<http://www.grad.washington.edu/students/etd/info.shtml>

Master's Supervisory Committee Approval Form

<http://www.grad.washington.edu/students/etd/thesis-approval-form.pdf>

ProQuest

[http://www.grad.washington.edu/students/etd/proquest\\_dissertation\\_guide.pdf](http://www.grad.washington.edu/students/etd/proquest_dissertation_guide.pdf)

Dates and Deadlines

<https://www.grad.washington.edu/students/dates.shtml>

Graduate Registration Waiver Fee

<http://www.grad.washington.edu/policies/general/regwaiver.shtml>

Publish dissertations and theses with UMI ETD Administrator

<http://www.etdadmin.com/cgi-bin/school?siteID=412>

UMI ETD Administrator – Frequently Asked Questions

<http://www.etdadmin.com/cgi-bin/main/faq?siteID=412>

UMI ETD Administrator – Creating PDFs

<http://www.etdadmin.com/cgi-bin/main/faq?siteId=0 - pdf>

University Libraries – Electronic Thesis and Dissertations – Copyright, Open Access and Publishing FAQs

<http://digital.lib.washington.edu/etd-faq.html>