

# Signing Procedures for Required Graduation Forms

for when a student has finished their thesis or professional project

## Required Forms Overview:

- **Warrant** (for the Department's records only)
- **Master's Supervisory Committee Approval Form (thesis only) and Signature Page (professional project only)** Both of these forms are the required "signature pages" that are included in the student's thesis or bound professional project, and are public record.

## Signing the Forms

Students will obtain digitized copies of both forms. It is the student's responsibility to communicate with their committee members as to how/when the forms will be signed and returned to them.

Faculty committee members can sign forms with either **original signatures OR electronic signatures**. All committee members should sign the forms, - AND -

There can be multiple signature pages with one signature on each page IF the committee members aren't able to sign the same document. (Note: this does not apply to the signature page for the Professional Project, for which all signatures must be on one page.)

## Returning the Forms to the Student

Typically, the committee chair will return the signed forms to students in these or other ways:

- In-person
- By e-mail as an attachment
- Another designated pick-up location

Students shall carefully communicate with their committee members regarding the return of their signed forms, taking into account your schedules and times when you or they might be out of town.

Department staff can no longer hold forms or sign forms on behalf of faculty, or scan forms to students.

## Troubleshooting

But what if the student has revisions and you're not ready to release the signed form to them?

And what if you or the student will be out of town on the date that the forms are due?

- Faculty committee members can sign the forms, scan them, and then email the scanned form to the student when the student has completed their work. We have a scanner in the office that sends scans directly to email, OR
- Arrange a pick-up location and the student or their friend can pick up a hard copy.

**Have questions? Are you in a jam?** Please contact Diana at [udp@uw.edu](mailto:udp@uw.edu)