

Signing Procedures for Required Graduation Forms

for when a student has finished their thesis or professional project

Please read below to understand the ways to obtain committee members signatures on your required graduation forms.

Required Forms Overview:

- **Master's Supervisory Committee Approval Form (thesis only)**
This form must be signed by all committee members when they have approved the final version of your thesis. It must be uploaded to the UW ETD Administrator Site in conjunction with the submission of your thesis.
- **Signature Page (professional project only)**
This form must be signed by all committee members when they have approved the final version of your professional project. It must be included in the binding of your professional project.
- **Warrant for the Master's Degree (thesis & professional project)**
The warrant must be signed by all committee members when they have approved the final version of your thesis. It must be submitted to Diana Siembor no later than the last day of the quarter in which you graduate. The warrant is kept in your student file.

Obtaining the Forms:

- **Master's Supervisory Committee Approval Form (thesis only)**
Students print this form from the Graduate School's website: <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/>
- **Signature Page (professional project only)**
Students produce their own signature page based on the example in the Professional Project Guidelines on the MUP website: <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>
- **Warrant for the Master's Degree (both thesis & professional project)**
To obtain the warrant you must first submit a Master's Degree Request with the Graduate School: <https://apps.grad.uw.edu/student/mastapp.aspx> The warrant will then be emailed to you by Diana Siembor as a pdf.

Obtaining Committee Member Signatures on the 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. All committee members, as designated in your original Agreement for Thesis/Professional Project form, must sign the forms. Because the forms are digitized, committee members can sign with either **original signatures OR electronic signatures**. All committee members should sign the forms.

For the Master's Supervisory Committee Approval Form (thesis only) and Warrant: multiple signature pages are acceptable (eg, one signature per page) IF the committee members aren't able to sign the same document AND the documents are uploaded as one pdf.

For the Signature Page (professional project only): the above does not apply to Signature Page for the professional project, for which all signatures must be on one page.

Once the Forms are Signed:

Typically, the committee chair will return the signed forms to you in these ways:

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

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

Q. “But what if I need to make revisions to my thesis/professional project after the defense? Or what if my committee members or I will be out of town on the date that the forms are due?”

A. Your committee members can sign the forms at the defense and hold on to them, releasing them to you when you have finished your edits, by email attachment or other means, as communicated with them well ahead of time.

Please note that Department staff are unable to hold forms on behalf of faculty to sign, or scan signed forms to students.