

ATTACHMENT C

CHECKLIST FOR GRADUATION QUARTER

Weeks 1-2:

- Submit a Master's Degree Request with the Graduate School: <https://grad.uw.edu/for-students-and-post-docs/mygrad-program/>
- Review requirements of thesis submission process: <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>
- Schedule reviews of your drafts with your committee for the quarter
- Submit draft thesis to committee chair

Weeks 3-4:

- Committee Signature Form emailed to you as a pdf. To receive your Committee Signature Form, you must first submit a Master's Degree Request, linked above
- Schedule your defense no later than two weeks before the end of the quarter and inform the Graduate Program Advisor of your defense date. You can book the 410 Gould conference room for your defense.

Week 5-6:

- Get comments back from committee chair
- Incorporate edits into your thesis draft
- Create a PowerPoint presentation or poster of your work. This will be displayed at the Professionals Council Capstone Event in spring quarter.

Weeks 7-9:

- Submit thesis draft to committee member(s)
- Get comments back from committee member(s)
- Incorporate edits from committee member(s) into your draft
- Submit final thesis to your committee for their review prior to your defense
- Participate in Capstone Event

Week 10:

- Print the "Supervisory Committee Approval Form", located on the Graduate School's website prior to your defense: (<http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>)
- Hold your defense. Bring a copy of the thesis (digital or print), the Committee Signature Form and Supervisory Committee Approval Form. Sometimes the committee will sign the forms at the defense, or they may delay signing until you incorporate edits. Carefully coordinate getting their signatures so you can submit the paperwork electronically by the deadline.
- Incorporate edits from defense into final thesis
- RSVP for the College of Built Environments' Graduation Ceremony, if attending (further details will be emailed by the CBE Dean's Office in spring quarter). This is the main graduation event for MUP students.

Week 12:

- Return the signed "Committee Signature Form" either in-person or via email to Diana by 11:59pm on the last day of the quarter.
- Upload your completed **Thesis** and signed **Supervisory Committee Approval Form** to the UW ETD Administrator website by 11:59pm on the last day of the quarter: (<http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>)
**Note: you do not need to submit an electronic version of your thesis to the MUP program.
- Vacate your Gould Hall locker, if applicable
- Provide Diana with your preferred email address, so you will receive job announcements from the MUP program.