

UNIVERSITY *of* WASHINGTON
DEPARTMENT OF ARCHITECTURE

GRADUATION CHECKLIST

Spring 2023

BE BOUNDLESS



CBE GRADUATION / UW COMMENCEMENT

CBE Graduation: Friday, June 9, Seattle Center Exhibition Hall

<https://be.uw.edu/news-events/graduation/>

Reservation required but no cost to attend.

If the cost of the official UW graduation regalia is cost prohibitive, you can save money and order a generic black Cap & Gown like this as [this one](#) online. Cap and gown is optional for CBE Graduation.

UW Commencement: Saturday, June 10, Husky Stadium

<https://www.washington.edu/graduation/>

Official Cap & Gown regalia is required for UW Commencement.

All apparel and souvenirs can be purchased through the [UW Commencement website](#) is provided by Oak Hall Cap & Gown. You will order cap & gown when you complete the [Registration/Order Form](#) (early May). You will also be able to order other items as desired (souvenir tassels, extra degree tassels, mortarboards, hoods, honor cords, and stoles of gratitude for those who have helped you during your college career). Bachelor's and master's regalia are for purchase only – there is no rental option.

Summary of Deadlines

Run a Degree Audit (accessible on MYUW)

Check transcript for incompletes. Resolve grade before filing Master's Degree Request (aka filing for graduation).

[Master's Degree Request](#) (graduation application) (see page 3)

April 14 to be included in the UW Commencement program.
June 1 is final deadline to submit.

Thesis Students Only:

Approval to Present Thesis Form + Thesis Poster: (see page 4)

May 7

If pursuing degree concentration or department certificate:
Submit M Arch Degree Concentration Checklist and/or
Department Certificate Checklists (see page 3):

May 8

Thesis Students Only:

Thesis Submission Deadline (see page 4):

June 9, 11:59pm

Beginning of the Quarter

Run a Degree Audit: <https://registrar.washington.edu/students/dars-for-students/>

Check transcript for incompletes. Resolve grade before filing Master's Degree Request (aka filing for graduation).

Review Graduate School's Graduation Checklist: <https://grad.uw.edu/for-students-and-post-docs/degree-requirements/>

Students must maintain registration for the quarter the degree is conferred.

Submit your Master's Degree Request (graduate application). Submitting this request will generate a degree audit. Any incomplete or in-progress requirements should be discussed with your graduate program advisor. Deadline to submit:

- Recommended: **April 14** to be included in the UW Commencement program.
- Required: **June 1**

International students: review the [ISS final quarter registration information and checklist](#).

Concurrent degree students: If you are enrolled in more than one degree program or a CBE Graduate Certificate (Historic Preservation, Housing Studies, Real Estate) Urban Design, , prepare your manual degree audit per the [Concurrent Degree Graduation Requirements](#) instructions.

Pursuing an M Arch Degree Option or Department Certificate (Design Computing or Lighting Design)?

Complete final checklist(s) and submit to this [form](#) by **May 8**. Forms require signature of ARCH 508 Research Studio instructor or Thesis Chair.

- [M Arch Degree Option Checklist](#)
- [Design Computing Certificate Checklist](#)
- [Lighting Design Certificate Checklist](#)

Thesis Dates, Deadlines & Formatting

GRADUATE SCHOOL/UW LIBRARIES THESIS RESOURCES:

Questions about the following, contact **Graduate Enrollment Management Services** (GEMS) at uwgrad@uw.edu

[Graduation Checklist: Thesis Master's Students](#)

[Thesis/Dissertation requirements](#) (link to creating your ETD Account found on this page. Set account up soon as possible to become acquainted with the ETD Administrator site).

[Dates & Deadlines](#)

[FAQs](#)

Questions about the following, contact the **UW Libraries** at uwlib-etd@uw.edu

[Copyright and Fair Use](#)

[Access Options & Open Access](#)

[UW Architecture Theses Archive](#)

[Scholarly Publishing](#)

FORMS:

- Submit [Approval to Present Form](#) & **Thesis Poster** by **May 7**. Upload approval to present form and thesis poster [here](#).
 - **Thesis Poster Format:** 8-1/2 x 11 vertically oriented, PDF. 2MB maximum file size. Poster should include: thesis title, representative image, a brief abstract of thesis, your name, and the names of your committee members. Upload approval to present form and thesis poster [here](#).
- Download [Master's Thesis Approval Form](#) (upload with Thesis to ETD Administrator site, instructions at top of the form). Send this form to your committee to hold in advance. They can sign different copies of the approval form. You can merge into one PDF before uploading.

REVIEW SCHEDULE: available: week of May 23. Questions? Contact Rick Mohler, remohler@uw.edu

THESIS REVIEWS: **Tuesday, May 30** and if needed, Wednesday, May 31.

- Format: in-person.
- Hybrid format can be accommodated to allow non-local critics to participate or family/friends out of town to listen in. Please communicate your preference for this on your Approval to Present form.

THESIS SUBMISSION DEADLINE: **June 9, 11:59pm** (last day of the quarter).

Two documents to upload:

- Thesis (upload to [UW ETD Administrator site](#))

- Signed [Master's Thesis Approval Form](#) (upload to UW ETD Administrator site. See top of form for instructions)

If you miss the thesis submission deadline, you can pursue the Graduate Registration Waiver Fee to submit two weeks later without having to register for credits. You will be processed for graduation *next* quarter.

Graduate Registration Waiver Fee Eligibility:

- Students must have been registered for the previous quarter.
- Students must have completed **all** Graduate School and graduate program degree requirements (courses, examinations, etc.); the *only* exception is the student was late submitting the thesis or dissertation.
- The theses/dissertations must be [submitted in the UW ETD Administrator Site](#) no later than 14 calendar days following the last day of the quarter in which all degree requirements were met.
- You must submit a new [Master's degree request](#) within the first week (5 calendar days) of the following quarter.**
- The fee should be paid by the [last day of instruction](#) for the quarter in which they will graduate.

Things to do BEFORE You Graduate

- Update your current and permanent addresses including email. Make changes through MyUW. Your diploma will be mailed to this address.
- Pay all Library fines and bills. If not paid, a hold will be placed on your transcript. <https://www.lib.washington.edu/services/borrow/fines>
- Pay all Hall Health fines and bills. If not paid, a hold will be placed on your transcript. <https://wellbeing.uw.edu/hall-health-billing/>
- Save/Archive your work. Be sure you have saved all work stored on UW computers.
- Photograph all models. Use the Photo Lab to take photos of your models for your records.
- Clean out your items from studio.

Things to do/know AFTER You Graduate

SAVE YOUR WORK

You will lose access to your UW Google and UW Office 365 accounts a little over two quarters after graduation (2 quarters + 2 weeks). At that time, you can expect that your accounts will be deleted and data will not be recoverable.

To continue access to emails sent to your UW email address after graduating, you must forward UW email for your personal account. Instructions for both of the above steps is provided by UW-IT:

<https://itconnect.uw.edu/students/save-work-before-graduation/>

UW NETID

Student's UW NetID's, passwords, and forwarding will remain active after graduation. Students may use a UW NetID to forward email to a UW Google Apps account. Google Apps accounts do not expire for graduates, current or former students. Find more information about [UW technology resources](#).

DIPLOMAS

[Diplomas](#) are listed with the student's name as it appears in MyUW. The diploma will list the student's name and degree. Degree concentrations are not listed on UW diplomas; they are noted on the transcript.

Diplomas are mailed to the student's address selected on MyUW (local or permanent) two to three months following graduation. Update your addresses before end of the quarter.

UW ALUMNI ASSOCIATION

You can buy an annual or lifetime membership for the UW Alumni Association after graduating. There is reduced cost for lifetime memberships if purchased within 6 months of graduating. Useful benefits of membership include email forwarding from your UW email and use of the UW Libraries. More info -

<https://www.washington.edu/alumni/>

STAY IN TOUCH WITH THE DEPARTMENT!

Stay engaged via the variety of ARCH PAC sponsored events such as the Charrette, Design exCHANGE, PAC Student Seminar Series and office tours either through your office or individually by contacting the [UW ARCH PAC](#) President to get added to their roster of volunteers.

Stay connected via Facebook  (@UWArchitecture) or Instagram  (@uw_architecture)