

UNIVERSITY *of* WASHINGTON

GRADUATION CHECKLIST

BE BOUNDLESS



CBE GRADUATION / UW COMMENCEMENT

CBE Graduation: Friday, June 13, Seattle Center Exhibition Hall

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

Reservation required but no cost to attend. 4 guest limit per graduate.

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 are optional for CBE Graduation.

UW Commencement: Saturday, June 14, Husky Stadium

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

Registration to attend UW commencement is required.

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

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

(see page 3)

Recommended by April 18 to be included in the UW Commencement program. Run a degree audit prior to filing degree request.

Required by May 15

Thesis Students Only:

Approval to Present Thesis Form + Thesis Poster:

(see page 4)

May 1 (week 6)

If pursuing degree concentration or department certificate:

Submit **M Arch Degree Concentration Checklist and/or Department Certificate Checklists** (see page 3):

May 1 (week 6)

Thesis Students Only:

Thesis Submission Deadline (see page 4):

June 13, 11:59pm (last day of spring quarter)

Beginning of the Quarter

Run a Degree Audit:

1. Once you are fully registered for Spring quarter, refresh your audit and look for a note near the top that says "all requirements met if in-progress courses completed". If you don't see that message, email your advisor to inquire. For a refresher on how to run a degree audit (DARS): [IT Website KB - DARS](#)
2. Check transcript for incompletes. Resolve grade before filing Master's Degree Request (aka filing for graduation).

Review the Graduate School's Graduation Requirements:

[UW Graduate School Graduation Requirements](#)

If you are enrolled in **two degree** programs (i.e. M Arch/ MLA) or are pursuing a CBE Graduate Certificate (Historic Preservation, Housing Studies, Real Estate, or Urban Design). Review the steps in the "Concurrent Degree Review" tab on the above linked Graduation Requirements.

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

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

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

All Students: 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 18** to be included in the UW Commencement program.
- Required: **May 15**

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 1**. 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

The department's Graduate Program Coordinator schedules thesis reviews. Questions regarding your review can be directed to Tyler Sprague, tyler2@uw.edu

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](#)

Questions about your Master's Degree Request and submitted Thesis should be directed to **Graduate Enrollment Management Services** (GEMS) at uwgrad@uw.edu

THESIS FORMS:

- Submit **Approval to Present Form & Thesis Poster** by **May 1, using [this form](#)**.
 - o **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.
- Download **[Master's Committee 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 to UW ETD.

REVIEW SCHEDULE: released week of May 20. Questions? Contact Tyler Sprague, tyler2@uw.edu

THESIS REVIEWS: **Tuesday, May 27** and if needed, Wednesday, May 28.

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

THESIS SUBMISSION DEADLINE: **June 13, 2025 11:59pm** (last day of spring quarter)

Two documents to upload:

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

If you miss the thesis submission deadline, you must pay a \$250 Graduate Registration Waiver Fee to submit the thesis two weeks later without having to register for additional credits. Your graduation will be processed next quarter.

Thesis instructions continued next page →

Graduate Registration Waiver Fee:

A thesis student whose document has been approved for submission by their committee but needs additional time for formatting the document, may pay a \$250 Graduate Registration Waiver fee to submit 14 calendar days later. The Master's Supervisory Committee Form must be signed by the last day of the quarter.

If student needs more time to finalize thesis, student should instead register for 2 credits of ARCH 700 in either summer or autumn – depending on their thesis committee's availability. Most faculty are not appointed to teach in the summer.

Graduate School's policy & instructions:

<https://grad.uw.edu/policies/3-6-graduate-registration-waiver/>

<https://grad.uw.edu/graduate-registration-waiver-fee-payment/>

Summary of next steps:

1. [Pay \\$250 Graduate Registration Waiver fee](#) between **June 13-June 17**
2. Withdraw spring 2025 Master's degree request: <https://grad.uw.edu/mygrad-program/>
3. Submit thesis within 14 calendar days after the last day of spring quarter: **June 27**
4. Submit a [summer quarter Master's degree request](#) also by **June 27**
 - The spring 2025 degree request will be withdrawn.
 - Student will be processed for summer 2025 graduation.

ALL STUDENTS: 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)