

# Thesis/Dissertation Defense Scheduling & Graduation Procedures

In addition to the arrangements you will make with your committee as you prepare to present (“defend”) your thesis or dissertation, there are several administrative steps you must take to schedule your defense presentation and/or graduate this quarter.

**Important:** It is the program’s policy that **defenses should be publicized at least 2 weeks prior to your presentation date**. If you do not provide the information needed to publicize your defense with adequate advance notice, you may be asked to reschedule.

## Preparing to Graduate

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### The quarter before you plan to graduate:

- Review your degree audit on your MyUW account. For questions or changes please contact [nutr@uw.edu](mailto:nutr@uw.edu).
- PhD:** Establish your Reading Committee if it was not set up previously. The reading committee must be established before you will be able to submit the Request to Schedule your Doctoral Final Exam. The reading committee includes three members from your supervisory committee and at least one must hold an endorsement to chair doctoral committees (See [Responsibilities for Reading Committees](#)). Please provide the list of your reading committee members to [nutr@uw.edu](mailto:nutr@uw.edu) and we will update your committee information with the Graduate School.

### The quarter you will graduate:

- Review the Graduate School’s [Preparing to Graduate page](#).
- MS/MPH:** Submit your **Master’s Degree Request** on MyGradProgram\* <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>
  - MS Students: Select "Master of Science (Nutritional Sciences)"
  - MPH Students: Select or enter "Master of Public Health (Public Health Nutrition)"
  - You can apply for the degree starting on the first day of the quarter. Apply as soon as possible to allow time to resolve any problems and no later than the last week of the quarter.

*\*If you are planning to defend but will not graduate this quarter, please follow the steps for arranging and publicizing your defense. Wait to submit your master’s degree request during the quarter in which you actually graduate.*

- PhD:** Submit your **Request to Schedule a Doctoral Final Exam** on MyGradProgram <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>

## Arranging and Publicizing Your Defense Presentation

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### As soon as you schedule your presentation:

- Notify [nutr@uw.edu](mailto:nutr@uw.edu) of the date and time of your presentation.
- Reserve a room: We can assist with room reservations for the Raitt 330D conference room, rooms in Health Sciences, or main campus classrooms. If requesting a room other than the Raitt 330D conference room, please indicate what style of room you would like (conference room, classroom), equipment needs, how many people will be attending, and the start and end times for the reservation.

One hour is usually sufficient for master’s presentations, but your room reservation should allow extra time for set up and discussion with your committee after your defense. PhD students should consult with their committee regarding the amount of time needed for the presentation.

### At least **3 weeks** prior to defending:

- Send your thesis/dissertation title to [nutr@uw.edu](mailto:nutr@uw.edu) to be used on your announcement.

### At least **2 weeks** prior to defending:

- The main office will prepare and distribute an email announcement and flyer. You may be asked to review a draft; please respond as soon as possible.

## Formatting your Thesis or Dissertation

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- Confirm that your thesis or dissertation document has the formatting and sections required by the Graduate School and ProQuest. [Graduate School Formatting Guidelines.](#)

## Required Paperwork

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- Warrant for Master's Degree or Doctoral Final Exam ("the Warrant")**

The warrant is generated by the Master's Degree Request or Request to Schedule a Doctoral Final Exam that you submit through MyGradProgram. It is signed by your committee to document that you have met all requirements for your degree and are approved to graduate.

  - If you are defending the quarter you will graduate, the warrant will be printed the week before you defend and is typically sent by email. If you have already held your defense in a previous quarter, we will print and send the warrant the quarter you will graduate.
  - Take the form to your defense presentation. Your committee members may sign it at your defense or may hold off temporarily if revisions to your thesis or dissertation are requested.
  - As soon as your warrant is signed, return it directly to the Nutritional Sciences Program main office so we can process your graduation.
- Master's Supervisory Committee or Doctoral Dissertation Reading Committee Approval Form**

The committee approval form is signed by your committee to document that they have examined and approved the final copy of your thesis or dissertation.

  - Download and print the appropriate approval form:  
MS/MPH Thesis Approval: <http://grad.uw.edu/wordpress/wp-content/uploads/thesis-approval-form.pdf>  
PhD Dissertation Approval: <http://grad.uw.edu/wordpress/wp-content/uploads/phd-approval-form.pdf>
  - Original signatures by all committee members are required.
  - You must upload your scanned form (PDF) of the Committee Approval Form to the Administrative Documents section of the UW Electronic Thesis/Dissertation (ETD) Administrator Site. The **deadline is 11:59 p.m. PST** on the **last day of the quarter**.

## Submitting Your Thesis/Dissertation & Committee Approval Form

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- Submit a scanned copy of your signed Master's Supervisory or Doctoral Dissertation Reading Committee Approval Form (PDF) to the Administrative Documents section of the UW ETD Administrator Site **no later than 11:59 p.m. PST on the last day of the quarter**.
- Follow [instructions to submit your thesis/dissertation](#) on the Graduate School's website. Submit your document in the UW ETD Administrator Site by 11:59:59 p.m. PST on the last day of the quarter. If you submit your document after the deadline, you will graduate the following quarter and must register for 2 credits or pay the \$250 Graduate Registration Waiver Fee.

## Registration Requirements

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- You must be registered for at least 2 credits in the quarter you wish to graduate

- ❑ If you have defended, but cannot submit your thesis by the end of the quarter, you can apply for the Graduate Registration Waiver Fee. This fee allows you to submit your thesis/dissertation up to 14 days after the end of the quarter ([review specific deadlines](#)) without registering for additional credits. Please notify us ([nutr@uw.edu](mailto:nutr@uw.edu)) when you decide to use the registration waiver fee. Your degree will post the next quarter. Criteria and instructions for paying the registration waiver fee are available on <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>.

**Please contact us at [nutr@uw.edu](mailto:nutr@uw.edu) if you have questions or need additional assistance as you schedule your defense.**